



## Burke Job Posting / Job Description

### **Position Title**

Part-Time Vocational Specialist – R.P. – Burke Industries - Livingston, TX

### **Position Number**

P #5102

### **General Description**

The Vocational Specialist will be responsible for the overall daily management of Burke Industries mowing contract needs. Responsibilities will include client-employee welfare and safety; compliance with contract terms and local customer satisfaction; client/employee training; and oversee related documentation, inventory control, vehicle and equipment upkeep, and other duties as assigned. The Burke Industries Manager directly supervises this position. Potential hazardous working conditions do exist.

### **Education**

Required: Graduation from an accredited high school or its equivalent

### **Experience**

Preferred: One (1) year of experience working with individuals with intellectual disabilities

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Physical Requirements**

Must be physically able to complete all required training to include: Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, and all other required training. Must have a driving record insurable by Burke's insurance administrator.

### **Hours**

Monday-Friday; 7am-1pm

### **Salary**

\$8-\$10 per hour

### **Notice to All Prospective Burke Applicants**

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

Only applications submitted with a specific numbered position listed will be considered.

Physical requirements listed in positions will be discussed in detailed at time of interview.

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.