



Burke Job Posting/Job Description

Position Title

Crisis Coordinator – M.C. – Mental Health Services – Lufkin, TX

Position Number

P #1539

General Description

The Crisis Coordinator will work within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned. The Coordinator will be the liaison for mental health crisis service coordination with area law enforcement, hospital emergency services, and county judicial systems. The Coordinator will participate in strategic planning, budgeting initiatives, and coordination of services with other Center programs. The Coordinator is responsible for managing the transportation fleet - maintenance schedules, proper functioning of the digital recording systems, police radio, and the archiving of digital recordings. Other duties include maintaining and scheduling staffed law enforcement personnel at the MHEC; maintaining and scheduling of available transport officers; maintaining a cohesive relationship with stakeholders in the 12 county region; and researching individual cases and concerns from stakeholders and articulating findings. The Coordinator will facilitate protocol training with stakeholders in the 12 county region; facilitate training with staffed law enforcement personnel at MHEC; provide guidance and direction to staffed law enforcement personnel at MHEC and the Angelina County Mental Health Deputy; and work collaboratively with the MHEC and MCOT teams in providing timely care for individuals in crisis. This position will report to the Director of Mental Health Operations and will assist in the budget management, quality management, and utilization management of the RETHN program.

Education

Required: Candidate must have a High School diploma from an accredited High School.

Preferred: Bachelor's Degree from an accredited college or university, preferably in a law enforcement field

Experience

Required: Candidate must have a minimum three (3) years' experience in a law enforcement setting.

Preferred: Three (3) years' experience in management, training, or administration in law enforcement and familiarity with the Texas Mental Health Code

Licenses/Certifications

Required: Texas Driver's License

Preferred: Certified Peace Officer

Special Requests or Comments

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

Physical Requirements

Required: Sight, hearing, talking, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity

Hours

Generally, 8:00 a.m. to 5:00 p.m., Monday through Friday. After hours as necessary and to attend meetings. Extensive travel within the 12 county area will be required.

Salary

Negotiable, depending on qualifications and experience

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.