



Burke Job Posting / Job Description

Position Title

Transporter (Part-Time) – C.B. – Angelina Mental Health Clinic – Lufkin, TX

Position Number

P #2252

General Description

The Transporter will provide client transportation services, as part of a multidisciplinary team, caring for clients enrolled in services with chronic mental illness. The Transporter will assist in the tracking of client appointments in the clinical offices at Burke, as well as in the community with providers, and other community resources, as outlined in the client's treatment plan of care. The transporter will ensure that the client reaches and completes these specified appointments in a timely and safe manner. The Transporter will engage the client and their caregivers with excellent customer service and customer focus, in a supportive communicative manner, and also demonstrate excellent listening and decision making skills. Transporter will perform duties under the supervision of the Clinical Coordinator. Proficient and timely documentation skills are required. Self-discipline, flexibility, and time-organization skills are a must. Service provision will occur to individuals residing in our 6 County Regions as assigned.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Preferred: Six (6) months experience working with adults in a client general health care or Mental Health Care services capacity

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

Required: Must be physically able to complete required courses to include, but not limited to, SAMA, CPR, First Aid, Defensive Driving, Van Driving and training modules. Applicant must have a driving record insurable by Burke's insurance administrator. Must have the ability to document appropriately and keep detailed records.

Physical Requirements

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

Hours

Monday-Friday; 29 hours per week

Salary

\$9.00 per hour

Travel reimbursement is provided.

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.