



Burke Job Posting / Job Description

Position Title

Burke Industries Manager – Burke Industries – D.D. – Kirbyville, TX

Position Number

P #33

General Description

The BI Manager is responsible for overseeing the delivery of vocational and day habilitation services, in-house and external contracts, and the daily operation of the unit to include supervision of staff. The BI Manager will complete a contract analysis on a monthly basis to ensure that work is being performed in a cost-efficient manner. The BI Manager will also monitor contracts to ensure that work is being completed as set forth in the contract and meets the customer's satisfaction. The Manager will also be responsible for assisting in procuring contracts. Other responsibilities include working with the BI Program Director to ensure services are being delivered as written on the PDP, development and monitoring of the budget, and completion and submission of required paperwork

Education

Preferred: Bachelor's degree in Business, Social Work, Psychology, Rehabilitation, or other related field
Four (4) years' experience can be substituted for one (1) year of college education

Experience

Required: Four (4) years' experience working with individuals in a vocational setting
Preferred: Supervisor experience

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: Satori Alternative to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, Van Driving, and training modules. Applicants must have a driving record insurable by Burke's insurance administrator and have the ability to document appropriately and keep detailed records.

Physical Requirements

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

Hours

Monday-Friday: generally, 8am-5pm. After hours work may be needed depending on contract requirements

Salary

Negotiable, depending on 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.