



Burke Job Posting / Job Description

Position Title

ETBHN Director – M.T. – East Texas Behavioral Network (ETBHN)
Lufkin, TX

Position Number

P #1127

General Description

The ETBHN Director is the chief administrator of the network:

- Serves as director of the network, reports to the Regional Oversight Committee (ROC) who is the managing body, and will be responsible for leading the organization's success.
- Works with the ROC to develop strategic goals and objectives and be responsible for implementing those goals and objectives successfully.
- Develop and recommend necessary network policies for ROC approval and implement procedures to ensure that all policies are carried out.
- Ensure compliance with relevant fiscal agent procedures and other regulatory requirements.
- Keep the ROC well-informed regarding the state of operations, including events that might positively or negatively impact the operations or finances of the organization.
- Hire well-qualified network personnel in a timely way, supervise and evaluate staff in accordance with fiscal agent policies.
- Formulate budgets for ROC approval and submit monthly financial reports to the ROC.
- Implement and oversee billing and collection processes for network programs and network expenditures in conjunction with the fiscal agent.
- Develop and recommend new grant and business opportunities to expand network services.
- Perform other duties as directed by the ROC.

Education

Required: Bachelor's degree in business, personnel management or behavioral health related field with a minimum of three (3) years working in a Community Center setting and two (2) years of management/supervisory experience.

Preferred: Master's degree in business, personnel management or behavioral health related field with a minimum of four (4) years working in a Community Center setting and five (5) years of management/supervisory experience.

Licenses/Certifications

Required: Valid Texas Driver's license.

Physical Requirements

Required: Sight, hearing, talking, lifting up to 10 pounds, walking, prolonged standing, bending, kneeling, and hand/ finger dexterity. Moderate travel is also required.

Hours

Primarily; Monday through Friday, 8:00am - 5:00pm.

Salary

Negotiable; depending on education, skills, 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.