



## Burke Job Posting / Job Description

### **Position Title**

Mental Health Clinician – K.B. – Care Coordination Program – May be based in Lufkin or Nacogdoches, TX

### **Position Number**

P #1751

### **General Description**

The Mental Health Clinician will perform care coordination activities for individual adults, as well as potentially work with children/youth and their families, enrolled in mental health services in the office and community/home settings. Such activities include, but are not limited to tracking referrals, results, and transitions; aiding in hospital discharge planning; following up on missed appointments; and interfacing with community medical providers as well as insurance company representatives. The MHC will also provide direct care rehabilitative services to those enrolled in services in the office, home, and/or community. The MHC will perform services according to the individual's approved and prescribed recovery plan, and according to Center and Medicaid standards and requirements. This worker will perform emergency assessment duties as needed. 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 12-County Region as assigned. Performs duties under the supervision of the Care Coordination Clinical Coordinator. As this position will require some travel to remote areas, reliable transportation is required.

### **Education**

Required: Bachelor's degree in Social Work, Psychology, Rehabilitation or other Human Services discipline that meets QMHP requirements, from an accredited college or university.

### **Experience**

Preferred: Six (6) months of direct care experience in an adult mental health setting, inclusive of some mental health crisis evaluation and intervention.

### **Licenses/Certifications**

Required: Valid Texas driver's license.

Preferred: LBSW

### **Special Requests or Comments**

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

### **Physical Requirements**

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

## **Hours**

Monday–Friday; 8am-5pm

## **Salary**

\$32,924 annually.

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.