



## **Burke Job Posting/ Job Description**

### **Position Title**

Habilitation Coordinator – L.V. – Developmental Disabilities - Lufkin, TX

### **Position Number**

P #276

### **General Description**

The Habilitation Coordinator is responsible for providing assistance for a person with IDD residing in a nursing facility to access appropriate specialized services necessary to achieve a quality of life and level of community participation acceptable to the person and LAR on the person's behalf. The Habilitation Coordinator also provides ongoing habilitation coordination, continuing the discovery process and revising the Habilitation Service Plan with the Service Planning Team as assessments become available and as the person's needs change or are more fully realized.

### **Education**

Required: Bachelor's degree from an accredited college or university in Social Work, rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, or with a major in a social, behavioral or human services field.

### **Experience**

Required: One year experience working /volunteering with individuals with IDD; or friend/family member of individual with IDD

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Physical Requirements**

Must be physically able to complete all required training to include: Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid, Defensive Driving, and all other required training. Must have visual and auditory skills sufficient to evaluate and monitor consumer needs; fine motor skills for legible writing and typing; mobility required to bend, reach, lift (up to 25 lbs) while assisting consumers, and carrying charts and equipment during a work day. Reliable transportation required.

### **Special Request/Comments**

Preferred: Excellent typing and organizational skills to meet strict deadlines. Working knowledge of Microsoft Word.

### **Hours**

Monday-Friday; 8:00a.m. – 5:00p.m

After hours work may be required to meet consumer and program needs.

### **Salary**

\$29,500-\$34,300 annually, depending on experience and qualifications

### **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.