

# Abilene State Supported Living Center

## Career Postings

Week of January 30<sup>th</sup>, 2023

# New Salaries coming March 1<sup>st</sup>!

Join us at our Career Fair  
Monday, January 30<sup>th</sup> (9am-2pm)  
2501 Maple

## Featured Positions!

Position	Direct Support Professional I	Salary	\$2,544.12				
<p>The Direct Support Professional I is responsible for the routine and emergency care, treatment, and training for specified individuals with developmental disabilities in routine and crisis situations. Responsibilities may include such duties as grooming, bathing, feeding, observing and reporting individual's conditions and behaviors; interacting with individuals therapeutically, participating in individualized training and/or active treatment programs for both male and female individuals. The DSP-I is required to accurately document individuals' behavior(s) throughout the daily schedule, including response to home activities, home training and unusual incidents. Completion of work requires use of simple and/or routine duties, while decision making is based on simple and well-defined guidelines. This position may be required to drive a state-owned vehicle. May perform other duties as assigned. Works under close supervision with minimal latitude for the use of initiative and independent judgment.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550754&amp;szReturnToSearch=1&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550754&amp;szReturnToSearch=1&amp;szWordsToHighlight=</a></p>							
Home	Varied	Shift	All	Closing Date	Open	Open To	All

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Job postings are subject to change daily - see CAPPS for full details and posting numbers

# Home Openings

Position	<b>Direct Support Professional I</b>				Salary	\$2,544.12	
<p>The Direct Support Professional I is responsible for the routine and emergency care, treatment, and training for specified individuals with developmental disabilities in routine and crisis situations. Responsibilities may include such duties as grooming, bathing, feeding, observing and reporting individual's conditions and behaviors; interacting with individuals therapeutically, participating in individualized training and/or active treatment programs for both male and female individuals. The DSP-I is required to accurately document individuals' behavior(s) throughout the daily schedule, including response to home activities, home training and unusual incidents. Completion of work requires use of simple and/or routine duties, while decision making is based on simple and well-defined guidelines. This position may be required to drive a state-owned vehicle. May perform other duties as assigned. Works under close supervision with minimal latitude for the use of initiative and independent judgment.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550754&amp;szReturnToSearch=1&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550754&amp;szReturnToSearch=1&amp;szWordsToHighlight=</a></p>							
Home	Varied	Shift	All	Closing Date	Open	Open To	All

Position	<b>Direct Support Professional II</b>				Salary	\$2,765.51	
<p>The Direct Support Professional II (DSP) works as part of a team that helps people with intellectual disabilities achieve their goals. This includes routine and emergency care, treatment, and training for people with intellectual disabilities in various settings. Responsibilities can vary, and may include such duties as grooming, bathing, feeding, observing and reporting individual's conditions and behaviors, providing meaningful interactions with individuals, and participating in individualized training and/or active treatment programs for both males and females. The DSP II documents information on the person's life, such as things that occur throughout their daily schedule, how they respond to activities on the home, training, and unusual incidents. Completion of work requires use of simple and/or routine duties, while decision making is based on guidance that will be provided to you as you are prepared for the job and from other professional staff on your team. Work is in a team environment with guidance provided through supervision and training. May provide training/mentorship to new DSPs and/or volunteer to serve as a shift/team lead.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550757&amp;szReturnToSearch=1&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550757&amp;szReturnToSearch=1&amp;szWordsToHighlight=</a></p>							
Home	Varied	Shift	All	Closing Date	Open	Open To	All

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**DSP II & DSP III Postings**

Please see CAPPs for changes & updates

**DSP III**

**All Units / Behavior Services**

Please talk with UD/AUD or Melissa Castillo regarding openings

**DSP II**

**All Units / Behavior Services / Active Treatment**

Please talk with UD/AUD, Melissa Castillo (Behavior Services) or Renay Kellum (Active Treatment) regarding openings.

When applying for a Home DSP II/III position please indicate the **area & shift** you are interested in on page 2 of your application.

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# Department Openings

<b>Position</b>	<b>Accounting Technician II</b>	<b>Salary</b>	\$2,698.57		
<p>The Accounting Technician II reports directly to the Financial Officer at the facility (state hospital or state-supported living center) and provides administrative and financial support services. The Accounting Technician II routinely performs highly complex (senior-level) technical accounting support work for the financial office in areas of bookkeeping and financial activities (such as, handling all processing in the trust fund system, pro-card coordination, deposits, travel coordination, paymaster tasks (non-regional office), review and audit cash, voucher prep/scanning (regional office only), deposit and reconciliation reports for Accountant IV at RBMO, and backup cashier as needed).</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=538304&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=538304&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
<b>Closing Date</b>	Open	<b>Shift</b>	Days	<b>Open To</b>	All

<b>Position</b>	<b>Administrative Assistant II – Nursing</b>	<b>Salary</b>	\$2,413.76		
<p>Responsible for providing clerical and organizational support to the State Supported Living Center's Health Status Teams/Committees. Work involves preparing schedules and materials for Health Status Team meetings at the State Supported Living Center on each resident every 30-180 days depending upon the risk status assigned to the resident by their respective Health Status Team. Within established parameters, performs repetitive clerical and administrative tasks related to the Health Status Team meetings. Maintains tracking system to assure recommendations of Health Status Team are implemented within established timeframes. Maintains evidence file of Health Status Team meetings.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=514357&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=514357&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
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Position	<b>Behavior Health Specialist III</b>	Salary	3,523.94		
<p>The BHS III for Behavior Support provides behavior support services, including behavior observations, and performs data analysis, training of behavioral interventions, and the modeling of behavior support across settings commensurate with education and experience and under the review and supervision of a Board Certified, Licensed Behavior Analyst. Responsible for assisting in the development, implementation, and evaluation of behavior support plans (including comprehensive functional behavioral assessments), staff training, data collection and reporting, and program evaluation, commensurate with the level of training toward Board Certification as a behavior analyst. Works under the review and supervision of a Board Certified, Licensed Behavior Analyst who reviews and signs that the observations and therapeutic interventions of the BHS III meets generally acceptable professional standards. Serves as a member of the Unit and Interdisciplinary Teams. Provides technical assistance and ensures training and feedback to staff responsible for implementing behavior support plans. Uses appropriate supervisory/management staff for assistance as needed. Participates in quality assurance and quality enhancement activities related to behavioral health service provision. Works with individuals who have complex needs and who may exhibit aggressive, self-injurious, and/or other challenging behaviors. The work schedule varies situationally based upon service needs. Works under moderate supervision with some latitude for the use of initiative and independent judgment, based upon experience and skills The BHS III is hired and directly supervised by the Unit Director in consultation with the Director of Behavioral Health Services (Unit Model) or hired and directly supervised by the Director of Behavioral Health Services (Departmental Model). Professional supervision is provided by the Director of Behavioral Health Services or designee</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=544641&amp;szReturnToSearch=1&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=544641&amp;szReturnToSearch=1&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Days	Open To	All

Position	<b>Clerk I – Vocational Services</b>	Salary	\$1,987.42		
<p>The Clerk I will be directly supervised by the Vocational Services Director. The Clerk I primary responsibility will be to coordinate and complete all duties pertaining to the payroll of individuals receiving Vocational Services. Other duties will include entering data daily, and assist staff in providing direct services to individuals.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550880&amp;szReturnToSearch=1&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550880&amp;szReturnToSearch=1&amp;szWordsToHighlight=</a></p>					
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Position	<b>Clerk III – Risk Management</b>	Salary	\$2,413.76		
<p>The Return to Work Coordinator provides coordination and management of the return to work program. Insures return to work paperwork is processed accurately. Provides consultation, training and support to employees and supervisors involved in both the return to work program and FMLA. Interacts with medical providers and other state agencies to gather and distribute relevant supporting documentation. Provides Support to the Case Manager. Acts as a consultant to the Facility Safety Committee, Accident Review Teams, and facility supervisors. Acts as a liaison between the Facility and medical providers to ensure the information is processed completely and in a timely manner. Acts as a backup for the Worker’s Compensation Case Manager. Works under the supervision of the Facility Risk Manager.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=552123&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=552123&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Days	Open To	All

Position	<b>Cook I</b>	Salary	\$2,016.66		
<p>The Cook I performs routine food preparation work on a designated shift and rotation in the central kitchen under general supervision and may work a variable schedule. Work involves preparing, cooking, portioning, distributing and serving food for regular, therapeutic diets and textures. Follows prescribed menus, recipes, standards and completes necessary reports. Responsible for sanitation of equipment and work areas. May work in the ingredient room or drive the delivery vehicle. Other duties may be required. Maintains sufficient knowledge to satisfy the requirements of the job. Handles food in accordance with federal, state and HACCP guidelines. Follows kitchen and food service safety procedures and practices.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=547536&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=547536&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Days	Open To	All

Position	<b>Cook II</b>	Salary	\$2,108.33		
<p>The Cook II performs routine (journey level) food preparation work on a designated shift &amp; rotation in the Central Kitchen under general supervision. May be required to work variable schedule. Work involves preparing, cooking, portioning, distributing and serving food for regular &amp; therapeutic diets &amp; textures. Follows prescribed menus, recipes, standards and completes necessary reports. Responsible for sanitation of equipment and work areas. May work in the ingredient room or drive the delivery vehicle. Other duties may be required. Cook II has moderate latitude for the use of initiative and judgment. In the absence of Cook III/IV this position assumes oversight of the kitchen. May train/oversee others in their work. Maintains sufficient knowledge to satisfy the requirements of the job. Handles food in accordance with federal, state and HACCP guidelines. Follows kitchen and food service safety procedures and practices. Must be willing to work weekends and holidays. May work unusual or extended hours in the event of a disaster or operational necessity.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=545784&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=545784&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
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Position	<b>Custodian I</b>			Salary	\$1,812.88
<p>Perform routine custodial work. Follow all facility rules and policies. Work involves cleaning, disinfecting/sanitizing and caring for state buildings, premises and/or residents living units. Responsible and accountable for assigned equipment and the maintenance of custodial equipment. Maintains outside areas around building, clears trash and debris. Performs related work as assigned and assumes duties of other custodians as needed. Works under close supervision with minimal latitude for the use of initiative and independent judgment.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=514647&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=514647&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Open	Open To	All

Position	<b>Custodian II</b>			Salary	\$1,898.05
<p>Performs moderately complex custodial work for assigned locations including office buildings, premises and/or resident living units. Cleans, dusts, disinfects, and sanitizes in order to maintain a safe and healthy environment. Operates floor maintenance equipment such as strippers, buffers, vacuums and extractors. Requests and restocks supplies as necessary. Assists in conducting inspections of buildings and equipment for cleanliness and needed repairs. Assists in performing minor building and equipment repairs and installations. Trains other custodians as needed. Accountable for maintaining assigned custodial equipment in good working order. Maintains outside areas around building, clears trash and debris. Performs related work as assigned including assuming the duties of other custodians as needed. Works under general supervision with moderate latitude for the use of initiative and independent judgment.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=549793&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=549793&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Days/Evenings	Open To	All

Position	<b>Dentist II</b>			Salary	\$9,781.88
<p>The Dentist is responsible for providing dental services for individuals living at the Supported Living Center and certain identified individuals living in community-based settings, including advanced dental care and treatment to elevate the oral hygiene of all individuals. The Dentist is responsible to implement best practices in treatment. The Dentist is an integral part of Medical Services working to elevate overall health for individuals residing at the State Supported Living Center. Provides treatment to HHS employees injured in course and scope of employment. Oversees other dentist(s), dental assistant(s) and dental Hygienists as assigned by the Dental Director.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=537634&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=537634&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
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Position	<b>Food Service Worker I</b>	Salary	\$1,925.00		
<p>The Food Service Worker I performs routine food service work on a designated shift &amp; rotation in the Central Kitchen and/or at a satellite kitchen/serving area under general supervision. Work involves preparing, portioning, distributing and serving food for regular &amp; therapeutic diets, and sanitation of equipment, work areas, dishes, utensils, pots and pans. Other duties may be required which are related to the functions of the position. Maintain sufficient knowledge of duties to satisfy the requirements of the position. Handle food in accordance with federal, state and HACCP guidelines. Follow kitchen and food safety procedures and practices. Must be willing to work weekends and holidays. May work unusual or extended hours in the event of a disaster or operational necessity.</p> <p>Link: <a href="https://jobshrportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=547683&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshrportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=547683&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Days/Evenings	Open To	All

Position	<b>Health Assistant</b>	Salary	\$2,698.57		
<p>The Behavioral Health Assistant works within the Behavioral Health Department (or other department depending on SSLC structure) performing routine duties that support the learning of practical, functional, and meaningful skills, while decreasing challenging behavior. Work involves assisting behavioral health specialists and behavior analysts in the development of Skills Acquisition Plans (SAPs) and/or Positive Behavior Support Plans (PBSPs). This includes taking, entering, monitoring, and reporting various forms of data and completing various behavioral, psychiatric, preference, strengths, functional, adaptive skills or other assessments deemed necessary by the Behavior Health Specialist or Behavior Analyst. Work also includes training direct care staff, assisting in the creation or implementation of PBSPs and/or SAPs, providing special treatment and/or training sessions, substituting for other behavioral health staff at assigned meetings, and other duties deemed necessary by the supervisor in the provision of behavioral health and skill acquisition programming. Works under moderate supervision with minimal latitude for the use of initiative and independent judgment. A flexible work schedule and overtime will be required.</p> <p>Link: <a href="https://jobshrportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=548948&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshrportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=548948&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
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Position	<b>Inspector IV (Unit 6)</b>			Salary	\$3,297.02
<p>The Residential Service Coordinator Inspector V reports to the Active Treatment Coordinator. The Program Auditor conducts audits of the facility's service delivery system to determine compliance with applicable standards, policies and procedures. The Program Auditor performs quality improvement activities to assist in the facility in achieving and maintaining compliance with Facility standards. Audit and quality improvement activities include planning, coordination, implementation and evaluation of program areas. Other responsibilities include conducting internal program audits and reviews; coordinating activities for external audits and surveys; preparing detailed reports of findings with recommendations; developing and implementing plans of correction; providing consultation and staff training; completing record audits; and preparing reports as required by the Department of Aging and Disability Services. Work schedule may vary in order to complete audits, surveys and special projects.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=552266&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=552266&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Days	Open To	All

Position	<b>Laboratory Technician II</b>			Salary	\$2,552.00
<p>Responsible for collecting, labeling, processing and packaging of specimens appropriately for shipment to the performing lab. Scheduling and giving instructions for the collection of specimens, performs limited instrument maintenance. Performs computer Data entry of patient demographics, lab test orders, and international Classification of Diseases (ICD-9) codes into the Laboratory Information System (LIS). Frequently performs venipunctures as ordered by health care provider, provides courier service. Must demonstrate and conform to all safety standards and procedures. Must drive a state vehicle and maintain required driver training.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=549200&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=549200&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
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Position	<b>Laundry/Sewing Room Worker I</b>	Salary	\$1,731.85		
<p>Performs entry-level laundry work. Work involves loading and unloading washer/extractors and dryers, sorting soil linens and clothing, working with flatwork ironer, thermopatch machine and tying machine. Work also includes sorting and folding clean clothing and linens.</p> <p>The Laundry/Sewing Room Worker I may be a team leader when more than one employee is performing the same tasks. Works under close supervision with minimal latitude for the use of initiative and independent judgement. Performs related work as assigned.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=537079&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=537079&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Days	Open To	All

Position	<b>Licensed Vocational Nurse II</b>	Salary	\$3,499.83		
<p>Provides complex vocational nursing work. Work involves providing for the care, treatment, and general welfare of patients. May supervise the work of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Works under the direction and supervision of the Registered Nurse, and performs Nursing duties within the assigned areas and assigned shift. Performs basic and complex nursing tasks to fulfill the health needs of the most medically fragile individuals, including the collection of lab work and other health screenings. Keeps informed of and follows all agency, facility and unit policies and procedures. Assists the RN Supervisor with on-the-job Nursing instruction and training of other new LVN's. Assists the Infection Control nurse by implementing measures that prevent the spread of disease, assists the QA Nurse in developing and implementing quality assurance programs, and assists in the implementation of therapeutic nursing programs.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550760&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550760&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
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Position	<b>Licensed Vocational Nurse III</b>			Salary	\$3,846.18
<p>Provides advanced senior level vocational nursing work. Work involves providing for the care, treatment, and general welfare of patients. May plan, assign and/or supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Works under the direction and supervision of the Registered Nurse, and performs Nursing duties within the assigned areas and assigned shift. Performs basic and complex nursing tasks to fulfill the health needs of the most medically fragile individuals, including the collection of lab work and other health screenings. Keeps informed of and follows all agency, facility and unit policies and procedures. Assists the RN Supervisor with on-the-job Nursing instruction and training, precepting and setting goals for new LVN's. Assists the Infection Control nurse by implementing measures that prevent the spread of disease, assists the QA Nurse in developing and implementing quality assurance programs, and assists in the implementation of therapeutic nursing programs.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550761&amp;szReturnToSearch=1&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550761&amp;szReturnToSearch=1&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Rotating	Open To	All

Position	<b>Nurse I, Direct Care RN</b>			Salary	\$5,746.66
<p>Performs routine nursing work. Work involves providing for the assessment, care and treatment of patients. May train others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Works under the supervision of the Nurse Manager IV. The Unit RN II may assign nursing responsibilities to the Unit LVN in accordance with the Nurse Practice Act. The responsibility of the Unit RN is to provide for and supervise the professional nursing care of the individuals who reside in a state school setting. The Unit RN is available to unit personnel to make nursing decisions on a 24-hour basis. She/he is a member of the professional team and shares responsibility with other team members for the development of the individual's program. Work involves communication skills, i.e. relaying information to other team members, physicians, nurses; data entry, documentation, completing reports, maintaining personnel records, supervisory duties, and following all facility rules/policies. Provide treatment to HHS employees injured in course and scope of employment.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550762&amp;szReturnToSearch=1&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550762&amp;szReturnToSearch=1&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Rotating	Open To	All

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Position	Nurse II (Campus Nurse)			Salary	\$6,141.66
<p>Performs complex nursing work. Work involves providing for the assessment, care and treatment of patients. May supervise the work of others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Must demonstrate considerable knowledge of nursing rules/regulations, methods, procedures, techniques and human relations, Must demonstrate a practical working knowledge of cultural, social and economic forces in family and group relationships. Must be able to appropriately interact with individuals with developmental disabilities and staff members. Must be able to keep records and make reports. Duties include subordinate nursing staff evaluation, tracking discipline. Must be able to calculate mathematical dosages of medications. Must be able to demonstrate a working knowledge of emergency procedures and emergency equipment, i.e., CPR. Must be able to recognize appropriate PMAB and restraining procedures. Duties include assessment and care of residents and/or staff members in emergency situations. Must be able to demonstrate knowledge of teaching skills, leadership methods, and interviewing principles and techniques. Must be able to present ideas clearly and concisely utilizing English in both written and oral communications. Duties include development and presentation of information in a monthly meeting format and an In-service training/teaching format. Provide treatment to HHS employees injured in course and scope of employment.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550763&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550763&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Rotating	Open To	All

Position	Nurse II (Case Manager)			Salary	\$6,141.66
<p>The RN - Case Manager performs complex nursing work. Work involves providing for the assessment, care and treatment of patients. Works under general supervision, with the expectation for the use of initiative and independent judgment. Responsible for the provision of oversight of the delivery of nursing care necessary to meet the health care needs of persons served. Responsible for the assessment, diagnosis, care intervention, evaluation and documentation of healthcare needs and/or issues of the people served. Responsible for reporting health care needs and/or issues to the appropriate person and creating care plans that accurately and definitively direct the implementation of all necessary care. As a member of the Personal Support Team, works closely with members of other disciplines to assure that communication is in place to provide a most consistent, highest quality interdisciplinary guided care for all persons served. Supervision of the RN - Case Manager is as determined by the facility. Successful completion of duties requires the use of nursing skills and judgment as well as the use established nursing methods, procedures and techniques. The RN - Case Manager has no financial responsibility but is accountable for assigned property. Provide treatment to HHS employees injured in the course and scope of employment.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550764&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=550764&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Days	Open To	All

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Position	QIDP II			Salary	\$4,026.58
<p>The QIDP II is central to the overall responsiveness and effectiveness of an individual's active treatment program at an SSLC through oversight of the Individual Support Plan (ISP) process which is centered on the individual's preferences, strengths, and needs, and includes the creation of the ISP. Responsible for coordination, monitoring, documentation, and follow-up on all programs, services, and plans for the individuals on their caseload. Leads and coordinates the interdisciplinary team (IDT). Monitors and provides oversight of the active treatment program of all individuals on the assigned caseload. Determines the need for program revision, identifies and resolves inconsistencies in training approaches, as well as assures timely follow-up for any IDT recommendations. Facilitates the acquisition of skills and adaptive behaviors and promotes competent interactions of staff with individuals in program implementation and behavior management. Complies with federal and state standards governing Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID), the requirements of the Settlement Agreement with the Department of Justice, and the SSLC's policies and procedures. Works with individuals who have complex needs and who may exhibit aggressive and/or self-injurious behaviors. Demonstrates strong organizational skills and the ability to balance competing priorities. Works a flexible schedule, at times, to ensure effective oversight and monitoring of programs, services, and supports. Demonstrates strong computer skills including the ability to work effectively within an electronic records system which includes both database and web-based tracking systems. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.</p> <p>Link: <a href="https://jobshrportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=546932&amp;szReturnToSearch=1&amp;szWordsToHighlight=">https://jobshrportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=546932&amp;szReturnToSearch=1&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Days	Open To	All

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Position	<b>QIDP III (QIDP Educator)</b>			Salary	\$4,304.78
<p>The QIDP III is central to the overall responsiveness and effectiveness of an individual's active treatment program at an SSLC through oversight of the Individual Support Plan (ISP) process which is centered on the individual's preferences, strengths, and needs, and includes the creation of the ISP. The QIDP Educator ensures the SSLC QIDPs are a competent and well-trained workforce while also serving as a QIDP for a caseload of individuals receiving services and performs the required QIDP duties, if needed. Provides initial training and orientation for new QIDPs, on-going continuing training to incumbent QIDPs, and monitoring of QIDP performance. Leads, assigns, and prioritizes the work of QIDPs. Assists the QIDP Coordinator with technical issues and serves as a QIDP subject matter expert. Trains classes related to QIDP services at New Employee Orientation, as needed. May serve as QIDP Coordinator in his/her absence, directly supervising the work of others. Contributes to the interviewing, hiring, and performance evaluation processes for QIDPs. Responsible for coordination, monitoring, documentation, and follow-up on all programs, services, and plans for the individuals on their caseload. Leads and coordinates the interdisciplinary team (IDT). Monitors and provides oversight of the active treatment program of all individuals on the assigned caseload. Determines the need for program revision, identifies and resolves inconsistencies in training approaches, as well as assures timely follow-up for any IDT recommendations. Facilitates the acquisition of skills and adaptive behaviors and promotes competent interactions of staff with individuals in program implementation and behavior management. Complies with federal and state standards governing Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID), the requirements of the Settlement Agreement with the Department of Justice, and the SSLC's policies and procedures. Works with individuals who have complex needs and who may exhibit aggressive and/or self-injurious behaviors. Work schedule requires regular flexibility to ensure effective supervision of individual programs. Demonstrates strong organizational skills, the ability to effectively impart information to others, the ability to develop skills in others, and the ability to balance competing priorities. Works a flexible schedule, at times, to ensure effective oversight and monitoring of programs, services, and supports. Demonstrates strong computer skills including the ability to work effectively within an electronic records system which includes both database and web-based tracking systems. Serves on facility oversight committees. Works under limited supervision of the QIDP Coordinator of Director of Residential Services with considerable latitude for the use of initiative and independent judgment.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=553218&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=553218&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Days	Open To	<b>Internal Only</b>

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Position	<b>Rehab Therapy Tech II</b>			Salary	\$2,081.28
<p>The Rehabilitation Therapy Technician (RTT) performs routine habilitative and rehabilitative therapy work. Primary responsibilities include helping the habilitation/rehabilitation supervisor provide assistance to individuals for an assigned therapeutic specialty (e.g., supported employment job coaching and/or vocational rehabilitation and vocational/day program). Work involves assisting with services as directed by implementing treatment plans for assigned therapeutic specialty. May accompany individuals to and from activities and appointment. Performs housekeeping duties in therapeutic activity areas. Valid driver's license and ability to drive a state vehicle may be required, depending on the needs of the facility. Works under moderate supervision of the designated supervisor with limited latitude for the use of initiative and independent judgment.</p> <p><b>Openings available in Activity Centers, Recreation &amp; Vocational Services</b></p> <p>Link: <a href="https://jobshrportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=537642&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshrportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=537642&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Days	Open To	All

Position	<b>Rehab Therapy Tech III</b>			Salary	\$2,283.41
<p>The Rehabilitation Therapy Technician (RTT) performs moderately complex habilitative and rehabilitative therapy work. Provides assistance to therapists for an assigned therapeutic specialty, (e.g., music therapy, therapeutic recreation, dance/movement therapy, occupational therapy, physical therapy, psychology, or vocational /day programming). Provides direct contact instruction/training for individuals with intellectual and developmental disabilities on their treatment plans for the RTT's assigned therapeutic specialty. Trains others to ensure continuity of treatment plans. Valid driver's license and ability to drive a state vehicle may be required. Works under the general supervision of a Registered Therapist, Psychologist, or Vocational/Day Programming Supervisor with moderate latitude for the use of initiative and independent judgment.</p> <p><b>Openings available in Activity Centers, Recreation &amp; Vocational Services</b></p> <p>Link: <a href="https://jobshrportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=547692&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshrportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=547692&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
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Position	<b>Rehab Therapy Tech IV</b>			Salary	\$2,552.00
<p>The RTT Supervisor oversees therapeutic programs administered by RTTs and other assigned staff. Ensures qualified staff are hired, trained, mentored and evaluated in performing their duties for an assigned therapeutic specialty (e.g., music therapy, therapeutic recreation, dance/movement therapy, occupational therapy, physical therapy, psychology, adaptive living skills, functional life skills, pre-vocational skills, or vocational/day programs). Provides assistance to therapists in developing treatment plans. Oversees, monitors and provides instruction/training regarding the implementation of treatment plans for assigned therapeutic specialty to RTTs and direct care staff. Ensures the satisfactory completion of required reports and notes by RTTs and other assigned staff. Ensures relevant information is communicated effectively to the interdisciplinary team. Valid driver's license and ability to drive a state vehicle may be required. Works under the limited supervision of a Registered Therapist, Psychologist, Director of Education and Training, or Vocational/Day Programming Supervisor with considerable latitude for the use of initiative and independent judgment.</p> <p><b>Openings available in Recreation &amp; Vocational Services</b></p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=537646&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=537646&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
Closing Date	Open	Shift	Days	Open To	All

Position	<b>Vehicle Driver I – Food Service</b>			Salary	\$2,081.28
<p>Performs routine motor vehicle operations. Work involves operating a medium duty truck or a van to deliver and pick up food to or from living areas on campus. In addition, this position involves moving food from the warehouse to Food Service area, and on occasion may serve food.</p> <p>This position normally works rotating shift, will be required to work weekends and holidays as rotation warrants. This position requires maintaining forms or logs pertaining to vehicle operation. Completion of work requires use of established methods and/or techniques. Work tasks will be performed within established time frames.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=549347&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=549347&amp;szReturnToSearch=1&amp;&amp;szWordsToHighlight=</a></p>					
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Position	<b>Vehicle Driver I – Transportation</b>	Salary	\$2,081.28		
<p>Performs routine (journey-level) motor vehicle operations. Work involves operating motor vehicles to transport passengers and/or cargo. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.</p> <p>The Vehicle Driver 1 routinely works an eight hour shift as directed by the supervisor. Occasional special events and/or overnight trips require drivers to work extra hours as needed. Vehicle Drivers are supervised by a Recreation/Transportation Supervisor. The Vehicle Driver 1 drives state vehicles in order to provide transportation services to and from various on-campus and in-town locations, e.g. physician's and other medical appointments, workshops, OT/PT, activity centers, hospitals, and other facilities as needed. Drivers are also responsible for safely transporting residents and cargo to out of town facilities/activities as needed.</p> <p>Link: <a href="https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=547699&amp;szReturnToSearch=1&amp;szWordsToHighlight=">https://jobshportal.hhsc.state.tx.us/ENG/careerportal/Job_Profile.cfm?szOrderID=547699&amp;szReturnToSearch=1&amp;szWordsToHighlight=</a></p>					
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