

Abilene State Supported Living Center

Career Postings

March 19th, 2018

Featured Career Postings

Position	Cook I	Salary	\$1,725.50		
Posting #	363626				
<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. In the absence of Cook II/III/IV this position assumes responsibility for the kitchen. 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>					
Closing Date	Open	Shift	Days	Open To	All

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

Home Openings

Position	Direct Support Professional I				Salary	\$1,962.84	
Posting #	361855						
<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. 2-10/10-6 Shifts Only.</p>							
Home	Varied	Shift	2-10/10-6	Closing Date	Open	Open To	All

Position	Direct Support Professional I (Part-Time)				Salary	\$981.42	
Posting #	375404						
<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. Hours set by Unit.</p>							
Home	Varied	Shift	2-10/10-6	Closing Date	Open	Open To	All

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Department Openings

Position	Behavior Analyst I	Salary	\$5,552.08		
Posting #	358830				
<p>The Behavior Analyst provides highly advanced behavior analysis services in the form of consultation and technical assistance to individuals with cognitive, developmental, physical and health related needs, working under minimal supervision, with considerable latitude for the use of initiative and independent judgment. The Behavior Analyst provides clinical supervision and consultation for all staff psychologists in the area of applied behavior analysis. Performs observations and assessments relevant to the design of positive interventions and supports for individuals and provides training to staff concerning positive and effective approaches to preventing/addressing challenging behaviors. The work involves consultation, review, and approval of functional behavioral assessments and behavior support plans. The Behavior Analyst assists in systematically evaluating the consistent implementation of behavior support plans through personal observation, staff interviews, and review of documentation. He/she works with Associate Psychologists and Unit Directors to facilitate effective staff management and program implementation. The Behavior Analyst assists in providing professional development of Associate Psychologists including applied behavior analysis, positive behavior support, clinical behavior management, and contemporary behavioral issues to positively impact service delivery. The Behavior Analyst is responsible for maintaining knowledge of applicable laws, regulations, and departmental and agency policy and for developing systems and procedures to meet the standards and requirements therein. The Behavior Analyst serves on and chairs the Behavior Support Plan Peer Review Committee. The work schedule varies upon request or as needed.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Clerk I	Salary	\$1,648.08		
Posting #	374196				
<p>Lone Star Coffee & Tea House Vocational Services Clerk works under the direct supervision of the Vocational Services Director. This position provides administrative work for the Vocational Services Departments and works under general supervision with moderate latitude for the use of initiative and independent judgment. The clerk responsibilities will include working at the Lone Star Coffee & Tea House. The duties will include opening or closing task, maintaining inventories and data entries, handling the register, the debit card purchases and submitting deposits. Making purchases and following the procedures and guidelines for procurement card purchases. The clerk will additionally provide teaching and training to the individuals working in this Vocational job site, which will include hands on training of completing the orders, janitorial task, jewelry making and gardening task.</p>					
Closing Date	Open	Shift	Days	Open To	All

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Position	Clerk IV (Accounts Payable)			Salary	\$2,194.33
Posting #	374303				
<p>The Accounts Payable Clerk IV performs entry level accounting work related to Accounts Payable and other accounting duties using MS Word, Excel, HHSAS and CAPPs 9.2. Job tasks involve the daily preparation and posting of all payment vouchers to the automated accounting system (CAPPs 9.2) which can include payments to professional medical vendors for services, miscellaneous vendors for goods and services, Client Worker Payroll, Petty Cash Reimbursement, procurement card vouchers and other invoices for any of the facilities which Abilene State Supported Living Center Regional Accounting Office is responsible for. The Accounts payable Cler4k will be responsible for auditing and verification of all support documents, i.e. requisitions, purchase orders, invoices and other similar records. Work also involves performing detailed assignment in recording, classifying and verifying financial records, documents or reports. Emphasis is placed on accuracy of the posted financial data as well as timeliness of voucher processing time. Responsible for periodic correction to the general ledger through the CAPPs 9.2 Accounting Payable System. Effective professional communication with vendors, Purchasing and Contract Ser5vices (PCS) statewide, other State Supported Living Center employees is desired to resolve differences and problems that present themselves and to maintain a positive business relationship to conduct daily business maintaining a proactive and courteous manner at all times. Works under limited supervision with moderate latitude for use of initiative and independent judgement. Attends work in accordance with the agency leave policy. Performs related duties as assigned. Other duties assigned but not limited to actively participating and/or serving a supported role to meet the obligations for disaster response and/or Continuity of Operations (COOP) activation. Participation may require an alternative shift pattern assignment and/or location.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Cook I			Salary	\$1,725.50
Posting #	363626				
<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. In the absence of Cook II/III/IV this position assumes responsibility for the kitchen. 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>					
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Position	Custodian I			Salary	\$1,574.41
Posting #	372239				
<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. Custodian I is 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; assumes duties of other custodians as needed. Work under close supervision with minimal latitude for the use of initiative and independent judgment.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Food Service Worker I			Salary	\$1,648.08
Posting #	363552				
<p>The Food Service Worker I performs routine food service work on a designated shift & 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 & 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>					
Closing Date	Open	Shift	Days	Open To	All

Position	HVAC Mechanic I			Salary	\$2,595.33
Posting #	375169				
<p>The HVAC I performs inspections, adjustments, installations, and repair work on a variety of electrical and heating, ventilating, and air conditioning-related (HVAC) systems generally accomplished by an HVAC mechanic. Uses hand tools, power tools, and test equipment to assist in accomplishment of assigned projects. Conforms to safety practices to ensure that work and work areas are safe. Works under the direct supervision of the HVAC Shop supervisor (Shop Chief). Processes paperwork related to this function. Communicates verbally and in writing, possibly using electronic equipment. Works as a team-member with other shops and employees. May be required, by competent authority, to perform other tasks to include operation of a motor vehicle, making deliveries, picking up supplies, and other incidental tasks.</p>					
Closing Date	03.23.2018	Shift	Days	Open To	All

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Position	Laundry/Sewing Room Worker I	Salary	\$1,574.41		
Posting #	371707				
<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. 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>					
Closing Date	Open	Shift	Days	Open To	All

Position	Licensed Vocational Nurse III	Salary	\$3,181.67		
Posting #	359617				
<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>					
Closing Date	Open	Shift	Rotating	Open To	All

Position	Licensed Vocational Nurse IV	Salary	\$3,496.53		
Posting #	368054				
<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>					
Closing Date	Open	Shift	Rotating	Open To	All

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Position	Licensed Vocational Nurse Trainee	Salary	\$1,600.00		
Posting #	372200				
Licensed Voc Nurse Trainee - Will attend accredited LVN school as scheduled and meet all requirements to graduate as LVN.					
Please contact Mary White (CNE) @ 325.795.3350 before applying to discuss specifics related to the program.					
Closing Date	Open	Shift	Days	Open To	All

Position	Material Handler (AbSSLC Warehouse)	Salary	\$2,075.83		
Posting #	365655				
The Inventory & Store Specialist I performs routine inventory and warehouse work. Work involves controlling inventory, putting away goods, rotating stock, pulling orders from inventory stock bins, delivering goods to state facilities, and maintaining warehouse security. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.					
Closing Date	Open	Shift	Days	Open To	All

Position	Nurse II, Direct Care RN	Salary	\$4,358.72		
Posting #	349017				
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.					
Closing Date	Open	Shift	Rotating	Open To	All

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Position	Nurse III (Campus Nurse)			Salary	\$4,655.12
Posting #	359623				
<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>					
Closing Date	Open	Shift	Rotating	Open To	All

Position	Nurse III (Case Manager)			Salary	\$4,655.12
Posting #	359620				
<p>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 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>					
Closing Date	Open	Shift	Days	Open To	All

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Position	Registered Therapist II COTA, PTA, Licensed Speech Assistant			Salary	\$4,643.67
Posting #	370849				
<p>Registered Therapist II applies professional knowledge in carrying out appropriate treatment programs as established by a therapist. Assists in design and performs designated therapy treatments under the direction of a licensed Therapist. Assists staff therapists in initial and periodic evaluation. Supervises therapy activities and staff during the absence of the therapists. Performs monitoring, treatments, in-service instruction, and other duties in conjunction with the Physical Management Program. Completes appropriate documentation. Assists in fabrication and maintenance of assistive equipment and assists with construction/fabrication of adaptive/orthopedic/or communication equipment. Works under supervision with limited latitude for the use of independent judgment and use of initiative.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Registered Therapist V (PT)			Salary	\$7,260.41
Posting #	372046				
<p>Physical Therapist Registered Therapist V (PT) provides highly advanced therapeutic services in the area of Physical Therapy. The Therapist performs and interprets assessments and renders clinical and consultative services to consumers. Work may involve but is not limited to evaluation and treatment of wounds; assessment of gait disturbances; pain management; acute care /restorative services; circulatory studies; evaluation and fabrication of orthotic, seating, mobility, and positioning devices; and other specialized modalities utilized in the treatment of individuals with developmental disabilities. The Therapist plans, develops, and implements complex physical nutritional management programs and treatment protocols to treat, improve, or maintain the individual's level of health and function. The Physical Therapist performs monitoring and tracking and trending of data pertaining to services and devices; participates in the IDT and assists in development of the ISP; performs staff training and mentoring for devices/strategies; and participates in treatment planning and collaboration with the IDT. The PT participates in quality assurance and quality enhancement activities related to provision of therapeutic services at the facility and State level (as requested). The PT may plan, assign and supervise the work of departmental staff. This position may oversee the coordination of the student internships or other educational/programs and may conduct research in therapeutic outcomes/practice. The RT V (PT) works independently with minimal supervision with extensive latitude for the use of initiative and judgment.</p>					
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Position	Rehab Therapy Technician I (Activity Ctrs)	Salary	\$1,725.50		
Posting #	374701				
<p>The Rehab Therapy Tech I typically works a designated shift in an assigned activity center under the direction of the Activity Center Program Manager. The RTTI shares responsibility with home support staff and other activity center staff for the supervision, support, and training of the individuals supported at the activity center and community activities. Duties also include support in the following areas: personal hygiene, behavior management, nutrition, documentation, physical management, infection control, communication. The RTTI may be required to work in homes or other activity centers. The RTTI will periodically be required to be on call for weekend coverage. The RTTI may be required to work in homes to meet coverage.</p>					
Closing Date	03.20.2018	Shift	Days	Open To	All

Position	Rehab Therapy Tech I (Recreation)	Salary	\$1,725.50		
Posting #	359941				
<p>The Rehab Therapy Tech I typically works a designated shift in an assigned activity center under the direction of the Activity Center Program Manager. The RTTI shares responsibility with home support staff and other activity center staff for the supervision, support, and training of the individuals supported at the activity center and community activities. Duties also include support in the following areas: personal hygiene, behavior management, nutrition, documentation, physical management, infection control, communication. The RTTI may be required to work in homes or other activity centers. The RTTI will periodically be required to be on call for weekend coverage. The RTTI may be required to work in homes to meet coverage.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Rehab Therapy Tech II (Recreation)	Salary	\$1,892.08		
Posting #	359950				
<p>Rehabilitation Therapy Technician II The Therapist Technician will be hired and/or directly supervised by a Rehabilitation Therapist III or IV. The Therapist Technician's primary responsibilities include: assist the habilitation/rehabilitation supervisor in providing 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, perform housekeeping duties in therapeutic activity areas. Valid driver's license and ability to drive a state vehicle may be required. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.</p>					
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Position	Vehicle Driver I (Transportation)			Salary	\$1,806.75
Posting #	361516				
<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. 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>					
Closing Date	Open	Shift	Days	Open To	All

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We need YOU!

Do you know someone that ...

- can make a **difference** in someone's life?
- comes to work with a **genuine interest** in his/her future & career?
- wants to earn a **steady** income with great **benefits**?
- that you would be **proud to recommend and work with**?

... Tell them about AbSSLC!

We need **good, dependable** people that want to *make a difference* on a daily basis in caring for those that live at Abilene State Supported Living Center and want **your help** in finding them.

Applications are available on-line via CAPPs and at the Administration Building. They can also visit absslc.org for additional information.

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