

# Abilene State Supported Living Center

## Career Postings

May 21<sup>st</sup>, 2018

## Featured Career Postings

Position	<b>Licensed Vocational Nurse IV</b>	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

Position	<b>Maintenance Specialist II (Plumbing)</b>	Salary	\$2,075.83		
Posting #	380072				
<p>Performs routine, journey level work, under the guidance of experienced Maintenance Specialists, in one or more building maintenance and construction trades such as carpentry, masonry, painting, etc., repair/renovation and/or routine preventative maintenance to facility buildings, residential homes, . Work involves making inspections, adjustments, installations of adaptive equipment, wheelchair ramps, safety equipment, doors, windows, etc., maintaining and repairing buildings, utility systems, and stationary equipment, dependent on the trade involved and operating motorized equipment. Completes paperwork and maintains work order records. Communicates verbally and in writing, possibly using electronic equipment. Works as a team member with other shops and employees. May be required to perform other tasks to include operation of a motor vehicle, making deliveries, picking up supplies, and other incidental tasks. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.</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	<b>Direct Support Professional I</b>				Salary	\$1,962.84	
Posting #	378061						
<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. <b>2-10/10-6 Shifts Only.</b></p>							
Home	Varied	Shift	<b>2-10/10-6</b>	Closing Date	Open	Open To	All

Position	<b>Direct Support Professional I (Part-Time)</b>				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. <b>Hours set by Unit.</b></p>							
Home	Varied	Shift	<b>2-10/10-6</b>	Closing Date	Open	Open To	All

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## DSP II & DSP III Postings

Please see CAPPs for changes & updates. Posting numbers are required!

### DSP III

- 5971 Service Ave, 10-6
- 5972 Service Ave, 10-6
- 6330 3<sup>rd</sup> Street, 2-10
- 6510 Peach, 10-6
- 6522 Peach, 2-10
- 6720 Circle Dr, 6-2
- 6750 Circle Dr, 2-10
- Unit III, 6-2

**Behavior Coach (Behavior Services)**

### DSP II

- 6510 Peach, 10-6
- 6522 Peach, 6-2
- Unit II, 2-10
- Unit III, 2-10
- Unit IV, 2-10

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# Department Openings

Position	<b>Clerk I (Lone Star Coffee &amp; Tea House)</b>	Salary	\$1,648.08		
Posting #	374196				
<p>Lone Star Coffee &amp; 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 &amp; 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

Position	<b>Cook I</b>	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

Position	<b>Custodian I</b>	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

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Position	<b>Food Service Worker I</b>			Salary	\$1,648.08
Posting #	380089				
<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>					
Closing Date	Open	Shift	Evenings (2 <sup>nd</sup> )	Open To	All

Position	<b>Groundskeeper I</b>			Salary	\$1,574.41
Posting #	380890				
<p>The Groundskeeper performs routine work in caring for grounds and public buildings. Work involves caring for and maintaining the appearance of grounds and gardens; maintaining and repairing grounds-keeping tools, supplies, and equipment; and performing various gardening activities. Works as a team-member moving campus property. Builds forms and accomplishes concrete and similar projects. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	<b>Laundry/Sewing Room Worker I</b>			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

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Position	<b>Licensed Vocational Nurse III</b>	Salary	\$3,181.67		
Posting #	376266				
<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	<b>Licensed Vocational Nurse IV</b>	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	<b>Maintenance Specialist II</b>			Salary	\$2,075.83
Posting #	377367				
<p>Performs routine, journey level work, under the guidance of experienced Maintenance Specialists, in one or more building maintenance and construction trades such as carpentry, masonry, painting, etc., repair/renovation and/or routine preventative maintenance to facility buildings, residential homes, . Work involves making inspections, adjustments, installations of adaptive equipment, wheelchair ramps, safety equipment, doors, windows, etc., maintaining and repairing buildings, utility systems, and stationary equipment, dependent on the trade involved and operating motorized equipment. Completes paperwork and maintains work order records. Communicates verbally and in writing, possibly using electronic equipment. Works as a team member with other shops and employees. May be required to perform other tasks to include operation of a motor vehicle, making deliveries, picking up supplies, and other incidental tasks. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	<b>Maintenance Specialist II (Plumbing)</b>			Salary	\$2,075.83
Posting #	380072				
<p>Performs routine, journey level work, under the guidance of experienced Maintenance Specialists, in one or more building maintenance and construction trades such as carpentry, masonry, painting, etc., repair/renovation and/or routine preventative maintenance to facility buildings, residential homes, . Work involves making inspections, adjustments, installations of adaptive equipment, wheelchair ramps, safety equipment, doors, windows, etc., maintaining and repairing buildings, utility systems, and stationary equipment, dependent on the trade involved and operating motorized equipment. Completes paperwork and maintains work order records. Communicates verbally and in writing, possibly using electronic equipment. Works as a team member with other shops and employees. May be required to perform other tasks to include operation of a motor vehicle, making deliveries, picking up supplies, and other incidental tasks. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.</p>					
Closing Date	Open	Shift	Days	Open To	All

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Position	<b>Nurse II, Direct Care RN</b>			Salary	\$4,358.72
Posting #	375064				
<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>					
Closing Date	Open	Shift	Rotating	Open To	All

Position	<b>Nurse III (Campus Nurse)</b>			Salary	\$4,655.12
Posting #	376285				
<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

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Position	<b>Nurse III (Case Manager)</b>			Salary	\$4,655.12
Posting #	376319				
<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

Position	<b>Nurse IV (Infection Control Nurse)</b>			Salary	\$4,951.52
Posting #	381812				
<p>Infection Control Nurse Performs advanced professional nursing work within the scope of practice attributed to the skills of a registered nurse. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. The Infection Control Nurse works under supervision of the Chief Nursing Executive and serves as the Infection Control Coordinator for the entire facility. This position plans, develops, coordinates, and evaluates infection control activities and independently makes changes and recommendations for improvements. This position must lead the State Supported Living Center system-wide in the development and implementation of an infection control program (including employee health) operations, policies and procedures, ensuring infection prevention is implemented and maintained regarding health issues and practices. This position must be able to educate all levels of staff and have current knowledge base to explain this critical health care program. This individual must be able to independently develop training and educational programs for all levels of staff understanding. The position must be able to evaluate the effectiveness of the infection control program through the analysis of statistical data and performance evaluation reports. This position must be able to lead groups and independently leading an effective/productive committee to continually address infection control issues. Works in cooperation with the local and state health department as well as ensure federal issues are adhered. Provide treatment to HHS employees injured in course and scope of employment.</p>					
Closing Date	Open	Shift	Days	Open To	All

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Position	<b>Qualified Intellectual Disability Prof II</b>			Salary	\$3,763.16
Posting #	379416				
<p>The Qualified Intellectual Disability Professional II (QIDP II) is directly accountable for the assessment, development, implementation, and monitoring of a highly individualized Personal Support Plan (PSP) which promotes dignity, respect, choice, and the exercising of personal rights for each person who is on their assigned caseload. The Personal Support Plan (PSP) for each person must be developed by the person's appropriately constituted Personal Support Team (PST) through an integrated, collaborative and comprehensive program planning process that reflects the person's preferences, strengths, needs and personal vision. The QIDP II coordinates the development of programs and training to implement the individual plan for services and supports. Must independently implement Federal/State Standards (ICF/IID), the requirements of the Settlement Agreement with the Department of Justice and the Center's Policies and procedures. The QIDP II provides highly complex (senior level) professional and administrative support, and technical assistance work that is designed to address specific needs, desires, and personal goals of those who live in the assigned home(s). The QIDP II works with and interprets needs based on input from a variety of service providers, professionals and clinicians. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Work schedule requires regular flexibility, to ensure effective oversight and monitoring of active treatment programs, services and supports. If needed, may supervise the work of others.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	<b>Rehab Therapy Tech I (Activity Centers)</b>			Salary	\$1,725.50
Posting #	377373				
<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	<b>Rehab Therapy Tech I (Recreation)</b>			Salary	\$1,725.50
Posting #	377672				
<p>The RTTI shares responsibility with home support staff and other recreation center staff for the supervision, support, and training of the individuals supported at recreation 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

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Position	<b>Rehab Therapy Tech I (Vocational Svcs)</b>			Salary	\$1,725.50
Posting #	380533				
<p>The Rehab Therapy Tech I typically works a designated shift in an assigned program area under the direction of the Program Manager. The RTTI shares responsibility with home support staff and other program area staff for the supervision, support, and training of the individuals supported at the program area 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 program area. 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	<b>Security Officer III</b>			Salary	\$2,194.33
Posting #	379141				
<p>The Security Officer is responsible for maintaining a secure and protective environment at the state supported living center by observing and taking action and reporting incidents or security violations involving the residents and initiating emergency response as appropriate. Primary work involves monitoring alarms and surveillance cameras, patrolling the buildings and grounds, checking badges or proper identification at campus gate, and handling after-hours emergency calls that would enhance the safety of state facility residents, employees and visitors. The Security Officer is responsible for the dissemination and coordination of emergency responses and information, and notification to facility management and law enforcement if appropriate, in the event of emergency and/or security violation situations. The Security Officer has responsibility for identifying unfamiliar persons on campus and within the homes as captured on surveillance cameras and during routine patrols. Responsible for ensuring appropriate lighting for the safety of residents, staff and visitors. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Completion of work requires the use of established methods and/or techniques and decisions are varied but based on well-defined guidelines.</p>					
Closing Date	Open	Shift	Nights	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](http://absslc.org) for additional information.

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