

Abilene State Supported Living Center Career Postings

August 14th, 2017

Featured Career Postings

Position	Licensed Vocational Nurse IV	Salary	\$3,496.53		
Posting #	353583				
<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

**The partial hiring freeze that was in effect for
FY17 has been lifted.**

**Please check CAPPS for new postings
as they may be appearing daily.**

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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 #	350278						
<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>							
Home	Varied	Shift	Varied	Closing Date	Open	Open To	All

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Department Openings

Position	Behavioral Health Specialist III			Salary	\$3,293.41
Posting #	355729				
<p>The Behavioral Health Specialist III - Behavior Analyst will be 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 will be provided by the Director of Behavior Health Services or a designee who is a Board Certified Behavior Analyst.. The Behavioral Health Specialist III will be accountable to the Unit Director/Director of Behavioral Health Services for the delivery of behavioral analysis I services, including assessments, data analysis, behavior interventions, and behavioral consultation, as well as serving as a member of the Unit and Interdisciplinary Teams. Dependent upon the level of training toward Board Certification as a behavior analyst, he/she is 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. The Behavioral Health Specialist III will provide technical supervision and ensure training and feedback to staff responsible for implementing behavior support plans and will use appropriate supervisory/management staff for assistance as needed. The Behavioral Health Specialist III may be required to work with individuals who are violent. The work schedule may vary situationally based upon service needs. The Behavioral Health Specialist III 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	Clerk I (Vocational Services)			Salary	\$1,648.08
Posting #	356479				
<p>Clerk I, Vocational Services – 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	08.24.2017	Shift	Days	Open To	All

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Position	Clerk IV (Accounting – Accounts Payable)	Salary	\$2,194.33		
Posting #	356529				
<p>The Accounts Payable Clerk IV coordinates payments to vendors for goods and/or services which can include professional medical services, Foster Grandparent Stipends, Foster Grandparent Transportation, Client Payroll, petty cash vouchers, procurement card vouchers and any other payments which need to be made to assure the accuracy and timeliness of those payments. The Accounts Payable Clerk IV works with vendors to reconcile differences and problems that present themselves from time to time. This position works closely with the Purchasing and Contract Services(PCS)statewide. This position is also responsible for periodic corrections to the general ledger through the HHSAS Accounts Payable system and the General Ledger. The Accounts Payable Clerk IV position will support any of the facilities which the Abilene State Supported Living Center Accounting office is responsible for. Performs related duties as assigned. Other duties as assigned include but are not limited to actively participating and/or serving in a supporting role to meet the agency’s obligations for disaster response and/or recovery or Continuity of Operations (COOP) activation. Such participation may require an alternate shift pattern assignment and/or location.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Cook I	Salary	\$1,725.50		
Posting #	350964				
<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	Custodian I	Salary	\$1,574.41		
Posting #	355178				
<p>Custodian I 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	Food Service Worker I			Salary	\$1,648.08
Posting #	350967				
<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	Groundskeeper I			Salary	\$1,574.41
Posting #	356006				
<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	08.14.2017	Shift	Days	Open To	All

Position	Licensed Vocational Nurse III			Salary	\$3,181.67
Posting #	348980				
<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>					
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Position	Licensed Vocational Nurse IV			Salary	\$3,496.53
Posting #	341677				
<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	Nurse II, Direct Care RN			Salary	\$4,358.72
Posting #	349017				
<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>					
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Position	Nurse III, Campus Nurse			Salary	\$4,655.12
Posting #	349024				
<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 #	349021				
<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>					
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Position	Nurse III, Program Compliance Nurse			Salary	\$4,655.12
Posting #	354233				
<p>The Program Compliance Nurse (Nurse III) performs duties within the scope of practice attributed to the skills of a registered nurse and reports to the Chief Nurse Executive. The work involves evaluating activities related to nursing function of the assigned area. Work involves coordinating and evaluating quality assurance/quality enhancement initiatives related to nursing care and in alignment with the DADS Settlement Agreement. The position will gather data through various health monitoring tools which will identify clinical issues. The position monitors state center nursing and clinical services and other levels of care and will provide information to the Chief Nurse Executive. In addition, this position will provide education to nursing staff and others as it relates to identified deficiencies. The position will, as assigned, serve on or facilitate workgroups related to quality enhancement of Nursing Services. Clear and concise verbal and written communication skills in addition to computer skills are essential along with the ability to work collaboratively with nursing and other clinical staff. Provide treatment to HHS employees injured in course and scope of employment.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Registered Therapist II COTA, PTA, Licensed Speech Assistant			Salary	\$4,643.67
Posting #	355367				
<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 IV (Audiologist)			Salary	\$6,833.33
Posting #	348072				
<p>The Registered Therapist IV at DADS performs advanced therapeutic habilitation services in the areas of speech language pathology and/or audiology. This position performs and interprets assessments and renders therapeutic treatment to consumers. Work may involve but is not limited to evaluation and fabrication of ear molds, augmentative communication devices and assessment of hearing aids. Closely collaborates and performs liaison duties with otolaryngologist. Determines communication potential and provides remediation for a wide range of individuals with communication deficits and physical disabilities. The RT IV participates in quality assurance and quality enhancement at the local and state level. May plan, assign and supervise the work of departmental staff. The RT IV works under minimal supervision with considerable latitude for the use of initiative and independent judgment.</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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