

# Abilene State Supported Living Center

## Career Postings

August 10<sup>th</sup>, 2020

## Featured Career Postings

Position	Behavior Coach	Salary	\$2,514.10		
<p>The Direct Support Professional II 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 individuals' conditions and behaviors; interacting with individuals therapeutically, participating in individualized training and/or active treatment programs. The DSP-II is required to accurately document individual's 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. May perform other duties as assigned. May provide training and supervise the work of others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.</p>					
Closing Date	Open	Shift	Nights	Open To	All

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CAPPs Website: <https://jobshportal.hhsc.state.tx.us/ENG/careerportal/default.cfm>

# Home Openings

<b>Position</b>	<b>Direct Support Professional I</b>				<b>Salary</b>	<b>\$2,312.84</b>		
<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>								
<b>Home</b>	<b>Varied</b>	<b>Shift</b>	<b>All</b>	<b>Closing Date</b>	<b>Open</b>	<b>Open To</b>	<b>All</b>	

<b>Position</b>	<b>Direct Support Professional II (Medical Homes)</b>				<b>Salary</b>	<b>\$2,514.10</b>		
<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>								
<b>Home</b>	<b>Unit 1 &amp; 5971/5972</b>	<b>Shift</b>	<b>All</b>	<b>Closing Date</b>	<b>Open</b>	<b>Open To</b>	<b>All</b>	

<b>DSP II &amp; DSP III Postings</b>	
Please see CAPPs for changes & updates	
<b>DSP III</b>	<b>DSP II</b>
<b>All Units / Behavior Services</b> Please talk with UD/AUD or Kathy Theiss regarding openings	<b>All Units</b> Please talk with UD/AUD regarding openings
When applying for a Home DSP II/III position please indicate the <b>area &amp; shift</b> you are interested in on page 2 of your application.	

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# Residential/Home Related Openings

<b>Position</b>	<b>DSP I / Activity Center</b>			<b>Salary</b>	<b>\$2,312.84</b>
<p>The Direct Support Professional (DSP) I 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, participating in individualized training and/or active treatment programs for both males and females. The DSP I 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. This position may be required to drive a state-owned vehicle.</p>					
<b>Closing Date</b>	Open	<b>Shift</b>	Days	<b>Open To</b>	All

<b>Position</b>	<b>DSP IV / Night Shift Supervisor</b>			<b>Salary</b>	<b>\$3,056.35</b>
<p><b>This position will work four (4) 10-hour days, with a shift of 8:00 p.m. to 6:00 a.m.</b></p> <p>The Night Shift Supervisor is responsible for the coordination and supervision of residential services to assigned homes on the night shift. Responsibilities include: individual care; staff supervision; coordination and training; living environment; operational activities; program monitoring; and support services relations. The Night Shift Supervisor has line authority over all DSP series staff working at the homes assigned to him/her. In addition, the Night Shift Supervisor will assist in unusual incidents and special investigations as assigned. He/she will coordinate staff coverage and perform direct contact duties as needed. Hours and shifts are flexible to ensure effective unit operations. The Night Shift Supervisor is hired and supervised by the Unit Director. Within one year of hire must be a certified instructor for Safe Use of Restraint (SUR) and CPR. This position may be required to drive a state-owned vehicle.</p>					
<b>Closing Date</b>	Open	<b>Shift</b>	Nights	<b>Open To</b>	All

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# Department Openings

<b>Position</b>	<b>Administrative Assistant II - ADoP</b>	<b>Salary</b>	\$2,194.33		
<p>The Administrative Assistant to the Assistant Director of Programs (ADOP) is responsible for the execution of administrative office management and overall coordination of information and communication from the ADOP to residential services and/or the facility. He/she performs technical skills which include data entry, monitoring the status of training, reports due and preparation of needed forms/documents. The administrative assistant will have contact with the staff, the people who live at Abilene State Supported Living Center and their families/guardians as well as visitors from state office, other state agencies and the community. Will coordinate tasks completed by the ADOP and Director of Residential Services (DRS) which include interviews, participation in committee and workgroup assignments, data gathering for report development, composition of narrative reports to outside agencies and maintains current files containing information on people who live at Abilene State Supported Living Center for the purpose of maintaining records for Regulatory, State Office, AbSSLC, the Settlement Agreement, and others as needed. Assists both the ADOP and the Director of Residential Services in various functions which include but are not limited to departmental staffing information, staff training, minimum staffing and vacancy reports. Acts as back up for the Administrative Assistant for the Director including Incident Management Team involvement. Must exercise vigilance in maintaining confidential files and reports for people who live at Abilene State Supported Living Center and employees in the Division. Must exercise tact and discretion in dealing with people who live at AbSSLC employees, their families/guardians and all staff.</p>					
<b>Closing Date</b>	08.13.2020	<b>Shift</b>	Days	<b>Open To</b>	All

<b>Position</b>	<b>Administrative Assistant III (Risk Management)</b>	<b>Salary</b>	\$2,453.25		
<p>Manages all aspects of the Worker's Compensation Program including vocational, medical and personal case management. Coordinates of the Return to work Program and employee reassignment process. Maintains clear and concise records of modified and alternate duty assignments. Provides consultation, training and support to employees and supervisors involved in the return to work, worker's compensation and FMLA processes. Interacts with medical providers and other state agencies to gather and distribute relevant supporting documentation. Provides guidance to case management staff insuring all laws, rules and policies of all regulatory authorities are adhered to. Acts as a consultant to the Facility Safety Committee, Accident Review Teams, and facility supervisors. The Worker's Compensation Case Manager works under the supervision of the Facility Risk Manager.</p>					
<b>Closing Date</b>	Open	<b>Shift</b>	Days	<b>Open To</b>	All

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Position	<b>Behavior Coach</b>			Salary	\$2,514.10
<p>The Direct Support Professional II 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 individuals' conditions and behaviors; interacting with individuals therapeutically, participating in individualized training and/or active treatment programs. The DSP-II is required to accurately document individual's 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. May perform other duties as assigned. May provide training and supervise the work of others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.</p>					
Closing Date	Open	Shift	Nights	Open To	All

Position	<b>Cook I</b>			Salary	\$1,725.50
<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	Evenings	Open To	All

Position	<b>Custodian I</b>			Salary	\$1,648.08
<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>					
Closing Date	Open	Shift	Open	Open To	All

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Position	<b>Food Service Worker I</b>			Salary	\$1,648.08
<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	Days/Evenings	Open To	All

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

Position	<b>Laundry/Sewing Room Worker III</b>			Salary	\$1,892.08
<p>The Laundry/Sewing Room Worker III performs complex laundry work in an institutional laundry. Work involves operation of the Continuous Batch Washer (CBW) which involves planning, scheduling and loading product to ensure an effective and efficient laundry operation. Other activities include sorting, classifying, weighing, entering customer and formula codes into the CBW computer system, running daily reports, daily cleaning of the CBW filtration system, changing barrels of laundering chemicals and routine cleaning of work area/areas. Work involves both light and heavy physical labor. This position normally works 3:00 am – 11:30 am., Monday through Friday, but may work hours other than those regularly scheduled including weekends and holidays if required. The Laundry/Sewing Room Worker III works under limited supervision with considerable latitude for use of initiative and independent judgement. The Laundry/Sewing Room Worker III has no financial responsibility but is accountable for assigned property. All tasks will be performed within established time frames.</p>					
Closing Date	08.11.2020	Shift	Days	Open To	All

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Position	<b>Licensed Vocational Nurse II</b>	Salary	\$3,181.67		
<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 III</b>	Salary	\$3,496.53		
<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>Nurse I, Direct Care RN</b>	Salary	\$5,250.00		
<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

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Position	<b>Nurse II (Campus Nurse)</b>			Salary	\$5,583.33
<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	<b>Nurse II (Case Manager)</b>			Salary	\$5,583.33
<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>					
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Position	<b>Rehab Therapy Tech II (Activity Centers)</b>	Salary	\$1,892.08		
<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>					
Closing Date	Open	Shift	Days	Open To	All

Position	<b>Rehab Therapy Tech II (Recreation)</b>	Salary	\$1,892.08		
<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>					
Closing Date	Open	Shift	Days	Open To	All

Position	<b>Rehab Therapy Tech II (Work Centers)</b>	Salary	\$1,892.08		
<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>					
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Position	<b>Rehab Therapy Tech IV</b>			Salary	\$2,320.00
<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>					
Closing Date	Open	Shift	Days	Open To	All

Position	<b>Security Officer III (Camera Monitors)</b>			Salary	\$2,194.33
<p>The Security Officer III is responsible for maintaining a secure and protective environment at the Abilene State Supported Living Center by observing and taking action and reporting incidents or security violations involving the residents and initiating emergency response as appropriate. Monitors alarms and surveillance cameras, patrols the buildings and grounds, checks badges or proper identification at facility gate/entrance, and handles after-hours emergency calls that would enhance the safety of facility residents, employees, and visitors. 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. Performs monthly fire extinguisher inspections in all buildings. Identifies unfamiliar persons on campus and within the homes/buildings as captured on surveillance cameras and during routine patrols. Ensures appropriate lighting for the safety of residents, staff, and visitors. May train other security officers. Works at a facility serving individuals who have complex needs and who may exhibit aggressive and/or self-injurious behaviors. Works under general supervision with moderate 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	Evenings	Open To	All

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Position	Vehicle Driver I / Transportation			Salary	\$1,892.08
<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>					
Closing Date	Open	Shift	Days	Open To	All

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