

Abilene State Supported Living Center

Career Postings

October 5th, 2020

Featured Career Postings

Position	Investigator IV – Facility Investigator	Salary			
<p>The Facility Investigator, Investigator IV, performs moderately complex (journey-level) investigative work at the State Supported Living Center (SSLC). Performs field investigations of Abuse, Neglect, and Exploitation (ANE) and injuries involving residents of the facility. Performs comprehensive preliminary investigations to identify protection from harm and ensure reporting guidelines are followed. Follows-up on outstanding external cases such as those through Health and Human Services Commission Provider Investigations (HHSCPI) HHSCPI and the Office of Inspector General (OIG) to ensure documentation guideline dates are adhered to. Works in concert with Campus Administrators to ensure incidents that occur on non-business hours continue to move through the investigative process to remain in compliance with ICF and Settlement Agreement requirements. Verifies information, collects and properly maintains evidence, data and documents for use in investigations. Reviews evidence and data gathered for sufficiency and to draw conclusions. Evaluates and summarizes investigative findings and writes reports. Reviews reports prepared by others for compliance with adherence to standard protocols and rules. Prepares cases for presentation and presents testimony and evidence at administrative hearings, such as disciplinary hearings, or in court proceedings. Serves as a member of the Incident Management Team, conducts Root Cause Analysis meetings and participates on other assigned committees as needed. Completes data entry for unusual incidents and follows-up with unusual incident recommendations. Assists with tracking injury reports. Consults with State Office Incident Management on a regular basis. Provides technical assistance and administrative support to accomplish the State Operated Facilities missions, including being a part of the critical incident team for unusual incidents after normal business hours. Works under the general supervision of the Incident Management Coordinator, or other appropriate supervisor depending on SSLC structure, with moderate latitude for the use of initiative and independent judgement. Flexibility in work schedule is necessary to ensure facility maintains coverage at all hours. Required to be "on call", on a rotating basis, for emergency investigation work.</p>					
Closing Date	04.06.2020	Shift	Days	Open To	All

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Home Openings

Position	Direct Support Professional I				Salary	\$2,312.84		
<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	All	Closing Date	Open	Open To	All	

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

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

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Department Openings

Position	Accounting Technician II – Payroll Accountant			Salary	\$2,453.25
<p>The payroll accountant oversees the payment process to employees of the State Supported Living Center. The person in this positions works closely with supervisors as well as the payroll office in State Office to insure the accuracy and timeliness of each employee's paycheck. Adjustments involving salary overpayments, manual payrolls, cancellations, etc. are made to help insure the accuracy of these payrolls. This person also handles Credit Cards for the facility. Work is performed under general direction with moderate latitude for the use of initiative and independent judgement within the limits of applicable state and federal laws, rules, regulations, policies and procedures. This position reports to the ADoA.</p>					
Closing Date	Open	Shift	Days	Open To	Internal Only

Position	Advanced Practice RN I			Salary	\$7,088.39
<p>The Advanced Practice RN is appointed by the Medical Director subject to the approval of the SSLC Director. Performs advanced clinical medical care under the supervision of a physician. Work involves assessing, planning, and providing comprehensive patient care independently or in collaboration with other health care professionals. Directs medical activities/treatment, monitors trends and activities, and makes recommendations for improvement. Provides treatment to HHS employees injured in course and scope of employment. Performs all other duties as assigned by the Medical Director/Facility Director, including planning, assigning, and/or supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment. Works under the clinical and administrative supervision of the Medical Director and/or other supervising physician. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.</p>					
Closing Date	04.05.2020	Shift	Days	Open To	All

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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Position	Clerk I / Behavior Services			Salary	\$1,806.75
<p>Performs clerical duties for the Psychology Department in order to support the department in tracking and gathering of information and records necessary to provide psychological care and treatment to the individuals living at Abilene State School. Provides support to the Psychology and QMRP Departments and the Behavior Services Team. Work involves answering the telephone and relaying messages; compiling and entering restraint data into CWS (Clinical Workstation); recording meeting minutes; maintaining various departmental tracking systems; preparing and tracking of packets for BIC and HRC; completing reports; filing; maintaining personnel files; completing work orders for the Psychology Department; completing travel paperwork; scheduling classes in FCT&D; and acting as Paymaster. The Clerk I works under the immediate supervision of the Chief Psychologist and has some latitude for the use of initiative and independent judgement. Completion of work requires use of established methods and/or techniques and decisions are varied and based on well-defined guidelines. The Clerk I has no one under his or her supervision and has no financial responsibility, but is responsible for taking care of his or her equipment.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Clerk I / Risk Management			Salary	\$1,806.75
<p>Performs secretarial and clerical duties to support the Risk Management Department. These duties include, but are not limited to answering telephones, data entry, ordering supplies, distributing mail, completing work orders, and other office duties. Works under close supervision with minimal latitude for the use of initiative and independent judgment. Reports to the Facility Risk Manager.</p>					
Closing Date	10.15.2020	Shift	Days	Open To	All

Position	Cook I			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

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Position	Custodian I			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

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

Position	Health Assistant			Salary	\$2,453.25
<p>The Behavioral Health Assistant works within the Behavior Services performing routine Behavior Services assistant work. Work involves assisting BCBA's in the development of treatment strategies and the provision of therapy, completion of behavioral assessments and preference assessments, data collection and reporting, training direct care staff, assisting in the implementation of behavior programs, provision of special treatment sessions, substituting for psychologists at assigned meetings, and assisting in the administration of psychological and behavioral assessments. Works under moderate supervision with minimal latitude for the use of initiative and independent judgment. A flexible work schedule and overtime will be required.</p>					
Closing Date	10.06.2020	Shift	Days	Open To	All

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Position	Investigator IV – Facility Investigator			Salary	
<p>The Facility Investigator, Investigator IV, performs moderately complex (journey-level) investigative work at the State Supported Living Center (SSLC). Performs field investigations of Abuse, Neglect, and Exploitation (ANE) and injuries involving residents of the facility. Performs comprehensive preliminary investigations to identify protection from harm and ensure reporting guidelines are followed. Follows-up on outstanding external cases such as those through Health and Human Services Commission Provider Investigations (HHSCPI) HHSCPI and the Office of Inspector General (OIG) to ensure documentation guideline dates are adhered to. Works in concert with Campus Administrators to ensure incidents that occur on non-business hours continue to move through the investigative process to remain in compliance with ICF and Settlement Agreement requirements. Verifies information, collects and properly maintains evidence, data and documents for use in investigations. Reviews evidence and data gathered for sufficiency and to draw conclusions. Evaluates and summarizes investigative findings and writes reports. Reviews reports prepared by others for compliance with adherence to standard protocols and rules. Prepares cases for presentation and presents testimony and evidence at administrative hearings, such as disciplinary hearings, or in court proceedings. Serves as a member of the Incident Management Team, conducts Root Cause Analysis meetings and participates on other assigned committees as needed. Completes data entry for unusual incidents and follows-up with unusual incident recommendations. Assists with tracking injury reports. Consults with State Office Incident Management on a regular basis. Provides technical assistance and administrative support to accomplish the State Operated Facilities missions, including being a part of the critical incident team for unusual incidents after normal business hours. Works under the general supervision of the Incident Management Coordinator, or other appropriate supervisor depending on SSLC structure, with moderate latitude for the use of initiative and independent judgement. Flexibility in work schedule is necessary to ensure facility maintains coverage at all hours. Required to be "on call", on a rotating basis, for emergency investigation work.</p>					
Closing Date	04.06.2020	Shift	Days	Open To	All

Position	Laboratory Technician II			Salary	\$2,320.00
<p>Collecting, labeling, processing and packaging of specimens appropriately for shipment to the performing lab. Scheduling and giving instructions for the collection of specimens, performs limited instrument maintenance. Performs computer Data entry of patient demographics, lab test orders, and international Classification of Diseases (ICD-9) codes into the Laboratory Information System (LIS). Frequently performs venipunctures as ordered by health care provider, provides courier service. Assist in providing after hour Coverage (ON CALL weekend and holidays). Must demonstrate and conform to all safety standards and procedures. Must drive a state vehicle and maintain required driver training. Will work in central supply and will help with stocking supplies</p>					
Closing Date	Open	Shift	Days	Open To	All

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Position	Laundry/Sewing Room Worker I	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	Licensed Vocational Nurse Trainee	Salary	\$1,600.00		
<p>Will attend accredited LVN school as scheduled and meet all requirements to graduate as LVN. Please contact Jessica Moore (AbSSLC CNE) before applying for this position.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Licensed Vocational Nurse II	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

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Position	Licensed Vocational Nurse III			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	Nurse I, Direct Care RN			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	Nurse II (Campus Nurse)			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	Nurse II (Case Manager)			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	PNMP Coordinator			Salary	\$2,514.10
<p>The Physical Nutritional Management Plan (PNMP) Coordinator works under the general supervision of Unit administration and is stationed in residential and program areas. Habilitation Therapies provides training and supervision for technical duties, clinical applications, and documentation and training issues. Work hours are normally day or evening shifts with variable responsibility for night shift activities. The PNMP Coordinator provides service to individuals in the areas of physical and nutritional management, oral and enteral eating, positioning, mobility, communication, and other related PNMP services. Duties include conducting competency-based training of staff; monitoring programs; monitoring availability, condition, and proper use of assistive equipment; and ensuring appropriate availability and condition of PNMP instructions and illustrations.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Program Specialist III – Testing Coordinator			Salary	\$3,520.33
<p>The Testing Coordinator works under the direction of the State Supported Living Center Chief Nurse Executive and performs complex business and technical work to lead and coordinate the COVID-19 data management program as well as other testing efforts, as determined by agency leadership. This position is responsible for planning, development and implementation of methods and procedures associated with information systems and data required for trending analysis and tracking compliance.</p> <p>The position will prepare administrative reports and develop data collection tools to ensure the efficiency and integrity of management reports. The Testing Coordinator is responsible for designing and developing databases for use in gathering data, trending analysis and tracking compliance.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Rehab Therapy Tech II (Activity Centers)			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

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Position	Rehab Therapy Tech II (Recreation)	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	Rehab Therapy Tech III (Activity Centers)	Salary	\$2,075.83		
<p>The Rehabilitation Therapy Technician (RTT) performs moderately complex habilitative and rehabilitative therapy work. Provides assistance to therapists for an assigned therapeutic specialty, (e.g., music therapy, therapeutic recreation, dance/movement therapy, occupational therapy, physical therapy, psychology, or vocational /day programming). Provides direct contact instruction/training for individuals with intellectual and developmental disabilities on their treatment plans for the RTT's assigned therapeutic specialty. Trains others to ensure continuity of treatment plans. Valid driver's license and ability to drive a state vehicle may be required. Works under the general supervision of a Registered Therapist, Psychologist, or Vocational/Day Programming Supervisor with moderate latitude for the use of initiative and independent judgment.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Rehab Therapy Tech III (Recreation)	Salary	\$2,075.83		
<p>The Rehabilitation Therapy Technician (RTT) performs moderately complex habilitative and rehabilitative therapy work. Provides assistance to therapists for an assigned therapeutic specialty, (e.g., music therapy, therapeutic recreation, dance/movement therapy, occupational therapy, physical therapy, psychology, or vocational /day programming). Provides direct contact instruction/training for individuals with intellectual and developmental disabilities on their treatment plans for the RTT's assigned therapeutic specialty. Trains others to ensure continuity of treatment plans. Valid driver's license and ability to drive a state vehicle may be required. Works under the general supervision of a Registered Therapist, Psychologist, or Vocational/Day Programming Supervisor with moderate latitude for the use of initiative and independent judgment.</p>					
Closing Date	Open	Shift	Days	Open To	All

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Position	Rehab Therapy Tech III (Vocational Svcs)			Salary	\$2,075.83
<p>The Rehabilitation Therapy Technician (RTT) performs moderately complex habilitative and rehabilitative therapy work. Provides assistance to therapists for an assigned therapeutic specialty, (e.g., music therapy, therapeutic recreation, dance/movement therapy, occupational therapy, physical therapy, psychology, or vocational /day programming). Provides direct contact instruction/training for individuals with intellectual and developmental disabilities on their treatment plans for the RTT's assigned therapeutic specialty. Trains others to ensure continuity of treatment plans. Valid driver's license and ability to drive a state vehicle may be required. Works under the general supervision of a Registered Therapist, Psychologist, or Vocational/Day Programming Supervisor with moderate latitude for the use of initiative and independent judgment.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Rehabilitation Teacher I (Lone Star Coffee/Tea House)			Salary	\$2,320.00
<p>The Rehab Teacher I primary responsibility will be to manage and supervise the operations of the Lonestar Coffee & Tea House, Jewelry program and the Greenhouse programs offered through Vocational Services. Duties will include to hire, train and supervise employees. Provide job coaching techniques for individual employment opportunities. Provide direct services to the individuals as needed. Develop and maintain inventories, payroll, and daily operating procedures for the Vocational Services program areas assigned. Ordering and making purchases using the procurement card. Works with limited supervision with considerable latitude for use of initiative and independent judgement in daily duties and expanding programming.</p>					
Closing Date	10.13.2020	Shift	Days	Open To	All

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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 All applications must include **job posting number** or they will not be considered
 Job postings are subject to change daily - see CAPPs for full details and posting numbers
CAPPs Website: <https://jobshportal.hhsc.state.tx.us/ENG/careerportal/default.cfm>

Position	Vehicle Driver II / Region II Laundry			Salary	\$2,075.83
<p>Performs routine motor vehicle operations. Work involves operating a medium duty truck and trailer or a heavy-duty tractor truck and trailer to transport cargo between state owned facilities. In addition, position involves operating a truck or truck/trailer on the ABSSLC campus and working within the Region II Laundry as required. Works under general supervision of the Regional and Operations Laundry managers, with moderate latitude for the use of initiative and independent judgement.</p> <p>This position normally works early morning hours Monday through Friday and may be required to work other hours, weekends and holidays as situation warrants. This position requires maintaining forms or records pertaining to vehicle operation. Completion of work requires use of established methods and/or techniques. Decisions are based on well-defined guidelines. The Vehicle Driver II has no financial responsibility but is accountable for assigned property. All tasks will be performed within established time frames.</p>					
Closing Date	Open	Shift	Days	Open To	All

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