

Abilene State Supported Living Center

Career Postings

Week of March 18th, 2024



Featured Positions!

| | | | |
|----------|-------------------------------|--------|------------|
| Position | Food Service Worker II | Salary | \$2,639.75 |
|----------|-------------------------------|--------|------------|

The Food Service Worker II performs moderately complex 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 positions. May train and oversee other Food Service workers. 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 be required to work unusual or extended hours.

Part-Time also available!

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|--------------|------|-------|---------------|---------|-----|
| Closing Date | Open | Shift | Days/Evenings | Open To | All |
|--------------|------|-------|---------------|---------|-----|

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|----------|--------------------------------------|--------|------------|
| Position | Licensed Vocational Nurse III | Salary | \$4,866.58 |
|----------|--------------------------------------|--------|------------|

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.

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|--------------|------|-------|----------|---------|-----|
| Closing Date | Open | Shift | Rotating | Open To | All |
|--------------|------|-------|----------|---------|-----|

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Home Openings

| | | | | | | | |
|---|--------------------------------|-------|-----|--------------|------|---------|------------|
| Position | Direct Support Professional II | | | | | Salary | \$3,047.58 |
| <p>The Direct Support Professional (DSP) II 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 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 DSP Is and/or volunteer to serve as a shift/team lead. This position may be required to drive a state-owned vehicle.</p> | | | | | | | |
| Home | Varied | Shift | All | Closing Date | Open | Open To | All |

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|--|---------------------------------|-------|-----|--------------|------|---------|------------|
| Position | Direct Support Professional III | | | | | Salary | \$3,649.83 |
| <p>The Direct Support Professional (DSP) III serves as Unit Charge and is appointed by and responsible to the DSP Supervisor, subject to the approval of the Unit Director. The Charge is responsible to ensure that care, treatment, training, and support activities are completed in the assigned home, including supervising and monitoring the activities of other direct support staff. The charge may delegate portions of these responsibilities and sufficient authority for fulfillment but may not relinquish overall responsibility for results. In the absence of the Charge, the Assistant/Acting Charge will assume the job responsibilities. The Charge may be asked to assume the duties of the Direct Support Professional Supervisor in his/her absence. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. This position may be OR is required to drive a state-owned vehicle.</p> | | | | | | | |
| Home | Varied | Shift | All | Closing Date | Open | Open To | All |

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Department Openings

| | | | | | |
|--|------------------------|--------|------------|---------|-----|
| Position | Clerk I – Supply Clerk | Salary | \$2,056.75 | | |
| <p>The Supply Clerk work is in Central Supply (Medical) and compiles a list of items and amounts that are needed to maintain an adequate supply quota. The supply clerk then enters these orders into an automated system (MIMS) following the delivery schedule. Once supplies have been delivered, the supply clerk is responsible for stocking, organizing, and maintaining all supply rooms, ensuring older items are pulled forward so that no supplies expire. This is a physically demanding position that will require the ability to lift, carry, and move boxes and packages not to exceed 44 pounds on a routine basis.</p> <p>The supply clerk will be assigned a State Procurement card and will be responsible for making spot purchases as needed and delivering these purchases in a timely fashion. Will be responsible for following all required State policies and regulations regarding the use of the procurement card. Must be a self-starter and a quick learner. Must also be able to respond to all emails, voicemails, and phone calls maintaining good customer relation skills.</p> <p>Will be required to have a valid drivers license with a good driving record. Will be required to take an onsite Defensive Driving Course as well as an additional course for driving a large van. 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 | Cook III | | | Salary | \$2,904.91 |
| <p>The Cook III performs complex technical food service production tasks and is responsible for preparing, cooking, portioning, distributing and serving food of for regular and modified food diets and textures. This position provides guidance, training and oversight to subordinates and is integral to both quality of life and safety of residents. SSLC management has identified the need to establish this position as a benchmark audit as part of the ongoing effort to establish better consistency in the classification, compensation, duties, and responsibilities of positions. Furthermore, it will provide the option to quickly create and/or reclassify cook positions to this benchmark, which may assist in filling currently vacant cook positions and will provide an additional resource for training and guiding the work of kitchen staff.</p> | | | | | |
| Closing Date | Open | Shift | PM | Open To | All |

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|---|--------------|-------|------|---------|------------|
| Position | Custodian II | | | Salary | \$2,518.41 |
| <p>Performs moderately complex custodial work for assigned locations including office buildings, premises and/or resident living units. Cleans, dusts, disinfects, and sanitizes in order to maintain a safe and healthy environment. Operates floor maintenance equipment such as strippers, buffers, vacuums and extractors. Requests and restocks supplies as necessary. Assists in conducting inspections of buildings and equipment for cleanliness and needed repairs. Assists in performing minor building and equipment repairs and installations. Trains other custodians as needed. Accountable for maintaining assigned custodial equipment in good working order. Maintains outside areas around building, clears trash and debris. Performs related work as assigned including assuming the duties of other custodians as needed. Works under general supervision 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 | Custodian III | | | Salary | \$2,769.08 |
| <p>The Custodian III performs highly complex (senior-level) custodial work. Responsibilities include performing, coordinating, cleaning, and sanitizing state supported living center buildings and resident homes; providing housekeeping services in a residential setting, which also involves conducting inspections of the buildings and equipment. The Custodian III orders and restocks supplies and equipment and provides backup to other custodians as needed. Works under limited 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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|---|--------------------------|-------|------|---------|------------|
| Position | Electronics Technician I | | | Salary | \$3,159.83 |
| <p>Performs advanced restoration, renovation, and maintenance work involving fire alarm, fire extinguisher fire sprinkler, electrical and electronic equipment. Work may include creation of specialized electrical or electronic devices to meet needs of the campus. Typical work involves telephone, fire alarm and fire sprinkler systems, electrical and electronic adaptive and monitoring equipment, and similar electrical and electronic devices and equipment. May function as a resource specialist in a designated skilled trade. Has extensive knowledge of the Life Safety Code and related codes to include fire and smoke control, fire doors, fire alarms and associated equipment, fire suppression and vent hood systems, State Fire Marshal and ICF-MR inspection and compliance criteria. Communicates to promote productive work relationships. Works under minimal supervision with extensive 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 II | | | Salary | \$2,639.75 |
|---|------------------------|-------|---------------|---------|------------|
| <p>The Food Service Worker II performs moderately complex 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 positions. May train and oversee other Food Service workers. 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 be required to work unusual or extended hours.</p> <p><i>Part-Time also available!</i></p> | | | | | |
| Closing Date | Open | Shift | Days/Evenings | Open To | All |

| | | | | | |
|---|------------------------|--------|------------|---------|-----|
| Position | Laundry Technician III | Salary | \$2,769.08 | | |
| <p>The Laundry Worker III position is responsible for overseeing the safe and efficient operation of commercial laundry equipment and performing complex (senior-level) laundry work in a commercial laundry. Laundry Worker III assists the Laundry Manager with the overseeing and cross training of the Laundry Worker I's and II's. Having multiple people cross train helps to ensure that all laundry personnel are safe, productive, and effective in the operation of laundry equipment on all assigned tasks. Laundry Worker III will ensure that the Laundry Worker I's and II's follow all laundry equipment procedures that are in place for safe laundry equipment operation. Laundry Worker III will report all employee and equipment issues or problems to the Laundry Manager and Regional Laundry Director. The Laundry Worker III will assist the Laundry Manager with planning, scheduling, facilitating, and recording the efficient and safe processing of linens. Work involves both light and heavy physical labor. Activities include sorting, classifying, weighing and recording of weights, loading/unloading of Continuous Batch Washer (CBW), press, shuttle, and large 300# dryers, 300# lint collector, small commercial washer/extractors and dryers, flatwork ironing, unloading conveyor, folding, preparing clothes and linens for delivery, delivery, and routine cleaning of work area/areas.</p> <p>This position normally works an 8-hour shift, Monday-Friday. Occasional work on weekends, holidays, and hours other than those regularly scheduled may be required. Employee will follow all HHSC, Facility, and Laundry procedures for reporting time and attend work on a regular and predictable schedule performing all tasks as assigned. All tasks will be performed within the established time frames while promoting teamwork. Laundry Worker III works under limited supervision from the Laundry Manager, Laundry Maintenance, and Laundry Director with considerable latitude for use of initiative and independent judgment. This position will occasionally work under close supervision of Laundry Maintenance assisting with daily laundry preventative maintenance. This position has no financial responsibility but is accountable for assigned property. This position is required to drive a state-owned vehicle.</p> | | | | | |
| Closing Date | Open | Shift | Days | Open To | All |

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|--|------------------------------|-------|----------|---------|------------|
| Position | Licensed Vocational Nurse II | | | Salary | \$4,594.16 |
| 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. | | | | | |
| Closing Date | Open | Shift | Rotating | Open To | All |

| | | | | | |
|---|-------------------------------|-------|----------|---------|------------|
| Position | Licensed Vocational Nurse III | | | Salary | \$4,866.58 |
| 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. | | | | | |
| Closing Date | Open | Shift | Rotating | Open To | All |

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|---|----------------------------|-------|------|---------|------------|
| Position | Maintenance Specialist III | | | Salary | \$2,703.25 |
| <p>Performs routine moderately complex, journey level, work in one or more building maintenance and construction trades. Work involves conducting inspections, adjustments, installations, maintaining and repairing buildings, utility systems, and stationary equipment, dependent on the trade and operating motorized equipment, requisitioning materials and supplies; and maintaining records. Complete 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 task to include operation of a motor vehicle, making deliveries, picking up supplies, and other incidental tasks. May train others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.</p> | | | | | |
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| Position | Nurse I | | | Salary | \$5,746.66 |
|---|---------|-------|------|---------|------------|
| <p>Performs routine nursing duties. Work involves providing for the assessment, care and treatment of individuals. 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. The Direct Care RN I may assign nursing responsibilities to the Direct Care LVN in accordance with the Nurse Practice Act. The responsibility of the Direct Care RN is to provide for and supervise the professional nursing care of the individuals who reside in a State Supported Living Center. The Direct Care 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, Primary Care Provider (PCP), nurses; data entry, documentation, completing reports, maintaining personnel records, supervisory duties, and following all facility rules/policies. Provides 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 | Rehab Therapist Technician III | | | Salary | \$3,047.58 |
| <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. This position is required to drive a state-owned vehicle.</p> | | | | | |
| Closing Date | Open | Shift | Days | Open To | All |

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|--|-------------------------------|-------|------|---------|------------|
| Position | Rehab Therapist Technician IV | | | Salary | \$3,649.83 |
| <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. This position is required to drive a state-owned vehicle.</p> | | | | | |
| Closing Date | Open | Shift | Days | Open To | All |

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