

Abilene State Supported Living Center Career Postings

Week of October 2nd, 2023



Featured Positions!

Position	Dental Assistant II			Salary	\$2,845.33
<p>Dental Assistant II is under the direct supervision of the Dentist and performs semi-technical clinical/clerical skills in the Dental Office. The Dental Assistant II is responsible for maintaining the dental office and scheduling patients for care. Entering documentation in the facility record system. Entry of protected health information (PHI) in databases must be performed accurately and the data must be protected. In addition, the Dental Assistant II performs dental assisting at chairside, in the operating room, infection control, and operatory preparation and clean-up. The Dental Assistant II's clerical duties include: general filing, telephone management for the department, intensive word processing, spreadsheet and database computer skills, and other office equipment skills, including copy machine and fax. The Dental Assistant II must be skilled in PMAB techniques and behavior intervention. The Dental Assistant II is required to register with the Texas State Board of Dental Examiners within one year of employment and maintain yearly registration. 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	Physician III			Salary	\$20,971.00
<p>The Staff Physician at the State Supported Living Center (SSLC) performs highly advanced medical work, ensures and oversees the delivery of high quality, integrated medical services to individuals with intellectual disabilities served by HHSC State Supported Living Centers (SSLCs). Diagnoses and treats individuals with intellectual and developmental disabilities who also have complex medical, psychiatric and/or behavioral health needs. Provides and monitors medical services for assigned caseload. Develops health care plans with measurable goals, objectives and interventions and oversees and monitors their implementation. Participates in treatment team process, advocates for the medical needs of individuals served, and collaborates with the individuals' families, Advanced Practice Registered Nurses (APRNs), Physician Assistant(s) and with consultants and community medical providers in other medical specialty areas. Provides direction and guidance to the treatment team to solve complex medical issues impacting individuals' health and wellbeing. Completes required reports and medical documentation. Identifies and communicates trends or issues and recommends solutions. Provides treatment to HHSC employees injured in course and scope of employment. Participates with other members of the medical services department in initiatives to obtain full compliance with the terms of the Department of Justice (DOJ) Settlement Agreement. Shares on-call duty with other qualified medical staff. Works under the limited supervision of the Medical Director of the SSLC and with considerable latitude for the use of initiative and independent judgment.</p>					
Closing Date	Open	Shift	Days	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		

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	Accountant II	Salary	\$3,022.80		
<p>Performs routine (journey-level) accounts payable tasks and serves as the functional specialist for the Regional Accounting Office. Works under general supervision with limited latitude for the use of initiative and independent judgment. Audits work of others for accuracy, and ensures that corrections are made in a timely manner. Develops, evaluates and presents creative solutions to unit business and accounting needs and problems. Uses knowledge of Health and Human Services (HHS) Procurement policy to make decisions on proper payment methods. Serves as the first line contact with State Office Accounting, Budget, Purchasing, Asset Management, vendors, individuals, providers and other state agencies. Assists external and internal customers with understanding Accounts Payable rules and regulations. Work involves researching, resolving discrepancies, analyzing and processing accounting transactions. Provides backup coverage for others in the unit. Documents and shares the needs of our customers and may assist with additional tasks to meet those needs.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Accounting Technician II	Salary	\$2,703.25		
<p>The Accounting Technician II reports directly to the Financial Officer at the facility (state hospital or state-supported living center) and provides administrative and financial support services. The Accounting Technician II routinely performs highly complex (senior-level) technical accounting support work for the financial office in areas of bookkeeping and financial activities (such as, handling all processing in the trust fund system, pro-card coordination, deposits, travel coordination, paymaster tasks (non-regional office), review and audit cash, voucher prep/scanning (regional office only), deposit and reconciliation reports for Accountant IV at RBMO, and backup cashier as needed).</p> <p>The Accounting Technician II has a working knowledge of the HHSC rules and facility policies and procedures, demonstrates the ability to communicate clearly both orally and in writing and provides training as needed to other employees. Completion of job duties requires working under limited supervision with considerable latitude for the use of initiative and independent judgement and provides excellent customer service to all consumers.</p>					
Closing Date	Open	Shift	Days	Open To	All

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Position	AC Boiler Operator I (Camus Security)			Salary	\$2,444.33
<p>The Boiler Operator/Security Officer works under the general supervision of the Lead Operator/Officer. Boiler Operator/Security Officer will operate out of the Power House and, will perform checks at the Powerhouse once per hour, not to ever exceed 2 hours, to ensure proper operation of the boilers and associated equipment – adjustments will be made as necessary. Performs entry-level work in the operation and maintenance of steam-generating equipment.</p> <p>Boiler Operator/Security Officer is also responsible for responding to medical, fire and other emergencies, controlling traffic, securing buildings, identifying unfamiliar persons on campus, searching for missing individuals, and performing smoking area and parking lot inspections.</p> <p>Boiler Operator/Security Officer will provide transport for individuals and provide home staff support with combative/disruptive individuals & employees when requested and available for such duties. A written daily shift report for shift continuity will be maintained and submitted via email at the end of the shift. Minor on-campus repairs will be performed as appropriate.</p>					
Closing Date	Open	Shift	Rotating	Open To	All

Position	Clerk II – Surgery Permit/IDRC Clerk			Salary	\$2,231.75
<p>Work with community hospitals and the AbSSLC Surgery Clinic nurse to complete surgery permits and obtain verbal and written consent; complete admission forms and insurance forms for community hospitals to go with Individuals on date of surgery; initiate and track the IDRC funding forms to assure they are submitted within specified time frames so no funding is lost; assist appointment clerk with paperwork needed for appointments; back-up to appointment clerk and back-up to IRIS Clerk; assist the Administrative Assistant to the Medical staff to answer phones and take message and cover that position when the staff person is off due to illness or vacation.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Custodian I			Salary	\$2,403.33
<p>Perform routine custodial work. Follows 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	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

Position	Dental Assistant II			Salary	\$2,845.33
<p>Dental Assistant II is under the direct supervision of the Dentist and performs semi-technical clinical/clerical skills in the Dental Office. The Dental Assistant II is responsible for maintaining the dental office and scheduling patients for care. Entering documentation in the facility record system. Entry of protected health information (PHI) in databases must be performed accurately and the data must be protected. In addition, the Dental Assistant II performs dental assisting at chairside, in the operating room, infection control, and operatory preparation and clean-up. The Dental Assistant II's clerical duties include: general filing, telephone management for the department, intensive word processing, spreadsheet and database computer skills, and other office equipment skills, including copy machine and fax. The Dental Assistant II must be skilled in PMAB techniques and behavior intervention. The Dental Assistant II is required to register with the Texas State Board of Dental Examiners within one year of employment and maintain yearly registration. 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	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

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Position	Investigator IV			Salary	\$3,543.41
<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	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. 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
<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	Licensed Vocational Nurse III			Salary	\$4,866.58
<p>Provides advanced senior level vocational nursing work. Work involves providing for the care, treatment, and general welfare of patients. May plan, assign and/or supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Works under the direction and supervision of the Registered Nurse, and performs Nursing duties within the assigned areas and assigned shift. Performs basic and complex nursing tasks to fulfill the health needs of the most medically fragile individuals, including the collection of lab work and other health screenings. Keeps informed of and follows all agency, facility and unit policies and procedures. Assists the RN Supervisor with on-the-job Nursing instruction and training, precepting and setting goals for new LVN's. Assists the Infection Control nurse by implementing measures that prevent the spread of disease, assists the QA Nurse in developing and implementing quality assurance programs, and assists in the implementation of therapeutic nursing programs.</p>					
Closing Date	Open	Shift	Rotating	Open To	All

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Position	Nurse III			Salary	\$7,532.75
<p>The RN Shift Supervisor is responsible for coordinating and overseeing nursing activities and ensuring appropriate nursing staff coverage during the assigned shift. Serves as the point-of-contact for other interdisciplinary staff for coordination of nursing services for the assigned areas, or the SSLC as a whole, specific to SSLC needs. Responds to emergency situations to provide assessment and ensures safety and care of individuals and staff. Provides treatment to HHS employees injured in course and scope of employment. Performs complex nursing work, including comprehensive physical assessments and care intervention, such as health screenings, treatments and other nursing procedures. Evaluates and documents healthcare needs and/or issues and reports health care needs and/or issues to the appropriate person(s). Provides oversight and coaching of, and delegates work to, nursing staff including direct care RNs and LVNs during the assigned shift. Assists with on-the-job nursing instruction and training of other nurses as instructed and serves as a resource for other nurses. Reports personnel issues to the assigned nurse managers for follow up. Provides input into subordinate nursing staff evaluations, as requested. Models appropriate interaction with individuals with intellectual and developmental disabilities, their family members, and with staff members. Develops and presents information for inservice training or staff development, as assigned. Communicates with others, such as direct care staff, physicians, primary care practitioners (PCPs), administration, and other nursing staff to ensure optimal care as part of the interdisciplinary team. Notifies the Nurse Manager, Nurse Operations Officer (NOO) or other designated supervisor, of trends and concerns to ensure that communication is in place to provide consistent, high quality care for all persons served. Maintains a professional, harmonious working relationship with facility employees as well as outside agency employees. Keeps informed of and follows all agency, and facility policies and procedures. Completes other assignments as instructed. Works under general supervision of the Nurse Manager, NOO or other designated supervisor, with moderate latitude for the use of initiative and independent judgment.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Physician III			Salary	\$20,971.00
<p>The Staff Physician at the State Supported Living Center (SSLC) performs highly advanced medical work, ensures and oversees the delivery of high quality, integrated medical services to individuals with intellectual disabilities served by HHSC State Supported Living Centers (SSLCs). Diagnoses and treats individuals with intellectual and developmental disabilities who also have complex medical, psychiatric and/or behavioral health needs. Provides and monitors medical services for assigned caseload. Develops health care plans with measurable goals, objectives and interventions and oversees and monitors their implementation. Participates in treatment team process, advocates for the medical needs of individuals served, and collaborates with the individuals' families, Advanced Practice Registered Nurses (APRNs), Physician Assistant(s) and with consultants and community medical providers in other medical specialty areas. Provides direction and guidance to the treatment team to solve complex medical issues impacting individuals' health and wellbeing. Completes required reports and medical documentation. Identifies and communicates trends or issues and recommends solutions. Provides treatment to HHSC employees injured in course and scope of employment. Participates with other members of the medical services department in initiatives to obtain full compliance with the terms of the Department of Justice (DOJ) Settlement Agreement. Shares on-call duty with other qualified medical staff. Works under the limited supervision of the Medical Director of the SSLC and 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	Receptionist - Switchboard			Salary	\$2,231.75
<p>Performs operations at the switchboard/reception area with the use of multiline console telecommunication equipment. Greets and assists visitors by providing information and giving directions to locations on campus and notifying campus employees of visitors. Maintains a Visitor's Center for family members and friends of campus individuals. Capable of handling a high volume of calls on a multi-line phone system by answering, placing and transferring campus, local and long distance calls. Communicates with campus personnel including Transportation and Security by radio and pager systems. Acts as command center for communicating and relaying emergency information as required. Monitors and responds to Fire Alarm panel and other monitored alarms. Exhibits a thorough knowledge of campus emergency procedures and has the ability to respond effectively to crisis situations. Is familiar with various campus & departmental procedures and is able interpret and perform them in a timely and accurate manner. Performs clerical duties as assigned.</p> <p>May work any shift (6-2, 2-10,10-6 or 8-5) and any day of the week depending on needs of the department. Relief - All Shifts</p>					
Closing Date	Open	Shift	Rotating	Open To	All

Position	Rehab Therapy Tech 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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Position	Training & Development Specialist I			Salary	\$3,865.66
<p>The Training Specialist I ensures that employees are effectively trained in the core and specialty competencies required for their position. This includes all aspects of instructing and facilitating employees at all levels of the organization in New Employee Orientation, specialized or targeted training, local training, retraining, and employee development. Knowledge of training procedures and techniques, of adult learning/education principles, practices, and interpersonal relations, as well as skill in instructing others are required. Serves as a liaison between the training department and other unit/departments. Assists in developing and/or revising competency-based curriculum in Core and Specialty Classes as well as a variety of other topics, as needed. Works as a team member to conduct Needs Assessments and Program Assessments, as needed. Demonstrates professional manner and communication skills suitable for public speaking as well as excellent interpersonal skills. May require a driver's license. Works under close supervision of the Competency, Training and Development (CTD) director, with minimal latitude for the use of initiative and independent judgment.</p>					
Closing Date	Open	Shift	Days	Open To	Internal Only

Position	Warehouse Delivery & Receiving Specialist			Salary	\$2,325.83
<p>The purpose of this position is to assure the patients/residents we serve are supplied everything they need for daily living. This is accomplished through efficient logistical, inventory and warehouse work: receiving, processing, and storing incoming stock, pulling orders from inventory, delivering goods, and maintaining a safe and secure environment. This is a physically active and service-oriented position where a sense of energy, passion, honesty, good attendance, and personal responsibility are important.</p> <p>This entry level role works under moderate supervision with limited latitude for the use of initiative and independent judgment.</p>					
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