

Abilene State Supported Living Center

Career Postings

Week of January 24th, 2022

Featured Positions!

Position	Administrative Assistant – Director	Salary	\$2,194.33		
<p>The Administrative Assistant to the Director is responsible for the execution of administrative office management and overall coordination of information and communication from the Director to 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 Director and Director 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, AbSSSLC, the Settlement Agreement, and others as needed. Acts as back up for the Administrative Assistant for the Assistant Director of Programs (ADOP). Takes and maintains minutes of Incident Management Team meetings, including follow up. Must exercise vigilance in maintaining confidential files and reports for people who live at Abilene State Supported Living Center and employees. Must exercise tact and discretion in dealing with people who live at AbSSSLC employees, their families/guardians and all staff.</p>					
Closing Date	Open	Shift	Days	Open To	Internal Only

Position	Health Status Committee Coordinator	Salary	\$1,648.08		
<p>Administrative Asst II</p> <p>Responsible for providing clerical and organizational support to the State Supported Living Center's Health Status Teams/Committees. Work involves preparing schedules and materials for Health Status Team meetings at the State Supported Living Center on each resident every 30-180 days depending upon the risk status assigned to the resident by their respective Health Status Team. Within established parameters, performs repetitive clerical and administrative tasks related to the Health Status Team meetings. Maintains tracking system to assure recommendations of Health Status Team are implemented within established timeframes. Maintains evidence file of Health Status Team meetings.</p>					
Closing Date	Open	Shift	Days	Open To	Internal Only

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Ask about sign-on bonus for Direct Care, LVNs & RNs!

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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 Mayor regarding openings	All Units / Behavior Services / Active Treatment Please talk with UD/AUD, Kathy Mayor (Behavior Services) or Renay Kellum (Active Treatment) 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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Home Related Openings

Position	Assistant Unit Director – Nights			Salary	\$3,763.16
See CAPPs for a full job description					
Closing Date	Open	Shift	Nights	Open To	Internal Only

Position	Home Supervisor (DSP IV)			Salary	\$3,056.35
<p>The Direct Support Professional (DSP) IV serves as home supervisor appointed by and responsible to the Unit Director. The home supervisor 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 home supervisor performs administrative and programming duties that include supervising and evaluating direct care staff within the unit. The home supervisor may delegate portions of these responsibilities and sufficient authority for fulfillment but may not relinquish overall responsibility for results. The home supervisor is also responsible for quality active treatment and operation of the unit. The home supervisor may be asked to assume the duties of the Unit Director in his/her absence. Works under limited supervision with considerable 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

Position	Campus/Shift Coordinator (RCC/DSP IV)			Salary	\$3,056.35
<p>The Direct Support Professional IV Campus/Shift Coordinator performs advanced work organizing, coordinating and overseeing activities and ensuring facility-wide staff coverage at the State Supported Living Center. Coordinates all shift activities within residential services. Continuously monitors the homes, infirmary, activity centers, and grounds, watching for unusual occurrences and addressing emergencies and incidents immediately upon discovery or notification. Ensures that care, treatment, and support activities are ongoing at the facility. Provides coaching and in-service training to staff when needed. Ensures adequate staff coverage, assists with personnel issues, and ensures client protection. Makes staff reassignment decisions and client supervision determinations. Monitors the use of restraints. Document daily issues, concerns and incidents for further review. Serves as the contact person for Abuse/Neglect allegations and as the first responding staff on the scene of a critical incident. Works closely and collaboratively with administrative/supervisory staff to coordinate and monitor service delivery, conducting special targeted reviews or audits of identified areas when requested. Serves as home supervisor for a home/unit when needed due to prolonged vacancy, at the discretion of facility management. Works under limited supervision with the considerable use of initiative and independent judgment. This position is required to drive a state-owned vehicle.</p>					
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Department Openings

Position	Accountant I			Salary	\$2,595.33
<p>The Accountant I reports directly to the Regional Accounting Manager and provides administrative and financial support services. The Accountant I routinely performs entry-level accounting work for the financial office, such as, handling trust fund and petty cash reimbursements, requisition entry, telecommunication coordination, expenditure transfer vouchers, payroll/paymaster duties (employees and client/resident), and backup Accounting Technician II as needed.</p> <p>The Accountant I must have a working knowledge of the HHSC rules and facility policies and procedures, demonstrate the ability to communicate clearly both orally and in writing and provide 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

Position	Accounting Technician II			Salary	\$2,453.25
<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>					
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Position	Administrative Assistant – Director			Salary	\$2,194.33
<p>The Administrative Assistant to the Director is responsible for the execution of administrative office management and overall coordination of information and communication from the Director to 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 Director and Director 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. Acts as back up for the Administrative Assistant for the Assistant Director of Programs (ADOP). Takes and maintains minutes of Incident Management Team meetings, including follow up. Must exercise vigilance in maintaining confidential files and reports for people who live at Abilene State Supported Living Center and employees. Must exercise tact and discretion in dealing with people who live at AbSSLC employees, their families/guardians and all staff.</p>					
Closing Date	Open	Shift	Days	Open To	Internal Only

Position	Barber/Cosmetologist			Salary	\$1,806.75
<p>The Barber/Cosmetologist performs moderately complex (journey-level) barber or cosmetology work. The position involves the maintenance of the beauty salon, to include inventory/requisition of supplies and ensuring that the environment meets cleanliness standards. The position will ensure the appropriate sterilization methods are used to ensure the health and safety of the individuals served. The barber/cosmetologist develops a schedule of services, ensuring services are available to all individuals who require them in a timely manner. The barber/cosmetologist will consult with individuals and assigned staff to determine the preferred style or service for the individual. The services performed may include, but not be limited to haircuts, shampooing, hair styling, permanent color/treatments, shaving, and beard trimming. The barber/cosmetologist is responsible for maintaining records of services performed. This position may communicate with residential staff to provide instruction on proper care for an individual. The barber/cosmetologist will function under general supervision with moderate latitude for initiative and independent judgment.</p>					
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Position	Behavioral Health Specialist III	Salary	\$3,293.41		
<p>The BHS III for Behavior Support provides behavior support services, including behavior observations, and performs data analysis, training of behavioral interventions, and the modeling of behavior support across settings commensurate with education and experience and under the review and supervision of a Board Certified, Licensed Behavior Analyst. Responsible for assisting in the development, implementation, and evaluation of behavior support plans (including comprehensive functional behavioral assessments), staff training, data collection and reporting, and program evaluation, commensurate with the level of training toward Board Certification as a behavior analyst. Works under the review and supervision of a Board Certified, Licensed Behavior Analyst who reviews and signs that the observations and therapeutic interventions of the BHS III meets generally acceptable professional standards. Serves as a member of the Unit and Interdisciplinary Teams. Provides technical assistance and ensures training and feedback to staff responsible for implementing behavior support plans. Uses appropriate supervisory/management staff for assistance as needed. Participates in quality assurance and quality enhancement activities related to behavioral health service provision. Works with individuals who have complex needs and who may exhibit aggressive, self-injurious, and/or other challenging behaviors. The work schedule varies situationally based upon service needs. Works under moderate supervision with some latitude for the use of initiative and independent judgment, based upon experience and skills The BHS III is hired and directly supervised by the Unit Director in consultation with the Director of Behavioral Health Services (Unit Model) or hired and directly supervised by the Director of Behavioral Health Services (Departmental Model). Professional supervision is provided by the Director of Behavioral Health Services or designee</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Chaplain III	Salary	\$4,023.16		
<p>The Chaplain III performs complex ministerial clergy work involving supervising, directing and planning religious activities and programs; conducting regular and special (funeral) religious services; provides pastoral care and counseling to individuals, their families, and staff as requested; helps identify and provides support to individuals in integrating into community religious groups and congregations; advises community religious groups and congregations in ways to include people with disabilities in worship and other activities; and supervises religious education classes. The chaplain delivers services directly to individuals, or coordinates services with faith groups other than his/her faith group when requested or offered, develops and coordinates services for all campus religious activities, facilitates integrated worship, and social activities. The Chaplain serves as the liaison to the Family Association. The Chaplain is accountable for assigned property and the Chapel. The Chaplain works under the general direction of the Director of Community Relations and works under limited supervision.</p>					
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Position	Clerk I			Salary	\$1,806.75
<p>Maintains the Active paper record in accordance with the State Active Paper Record Guidelines and purging schedule and acts as the secretary for the assigned home(s) providing clerical support to home personnel. The Home Clerk will have the primary responsibility, as directed by h/her supervisor, of the home's procurement card utilization and its directives; picking up from Cashiers Office appropriated money for use by home staff for outings; does shopping for the Homes needs and performs daily courier responsibilities for the home, e.g.; pickup/delivery of information, monies and other business operations at the Unit office, Administration building and other necessary areas, including businesses on vendor list.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Cook I			Salary	\$1,725.00
<p>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. 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.</p>					
Closing Date	Open	Shift	Days	Open To	All

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

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Position	Custodian II			Salary	\$1,725.50
<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/Evenings	Open To	Internal Only

Position	Dentist II			Salary	\$9,316.08
<p>The Dentist is responsible for providing dental services for individuals living at the Supported Living Center and certain identified individuals living in community-based settings, including advanced dental care and treatment to elevate the oral hygiene of all individuals. The Dentist is responsible to implement best practices in treatment. The Dentist is an integral part of Medical Services working to elevate overall health for individuals residing at the State Supported Living Center. Provides treatment to HHS employees injured in course and scope of employment. Oversees other dentist(s), dental assistant(s) and dental Hygienists as assigned by the Dental Director.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Food Service Worker I			Salary	\$1,750.00
<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>					
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Position	Groundskeeper I			Salary	\$1,648.08
<p>Groundskeeper I works under general supervision with moderate latitude and independent judgment. Work involves caring for and maintaining the appearance of grounds and gardens; maintaining and repairing grounds-keeping tools, supplies, and equipment; and performing various gardening activities. Works as a team-member moving campus property. Performs other duties as assigned and will be scheduled to work weekends and holidays depending on needs of the department for callout.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Health Status Committee Coordinator			Salary	\$1,648.08
<p>Administrative Asst II</p> <p>Responsible for providing clerical and organizational support to the State Supported Living Center's Health Status Teams/Committees. Work involves preparing schedules and materials for Health Status Team meetings at the State Supported Living Center on each resident every 30-180 days depending upon the risk status assigned to the resident by their respective Health Status Team. Within established parameters, performs repetitive clerical and administrative tasks related to the Health Status Team meetings. Maintains tracking system to assure recommendations of Health Status Team are implemented within established timeframes. Maintains evidence file of Health Status Team meetings.</p>					
Closing Date	Open	Shift	Days	Open To	Internal Only

Position	Inventory and Store Specialist II			Salary	\$2,320.00
<p>This position will be working at the Abilene State Supported Living Center, but Supply Services also serves patients/residents at 22 other facilities around the State, so there are opportunities for growth and movement to other parts of Texas if desired. The Health and Specialty Care System Inventory and Store Specialist II (Backup Warehouse Supervisor) is a key position for Supply Services with essential functions offering opportunities to gain experience related to using modern receiving software systems, warehouse equipment and the logistics to assure the patients/residents we serve are supplied their needed supplies for daily living. The Inventory and Store Specialist II performs logistical inventory and warehouse work. Work involves electronically controlling inventory, processing replenishments of stock, putting away goods, rotating stock, pulling orders from inventory stock bins, delivering goods to state facilities, and maintaining warehouse security. Trains and supervises the work of others in the absence of the Warehouse Supervisor. Works under moderate supervision with limited latitude for the use of initiative and independent judgment. Supply Services warehouses operate in a safe yet quick moving, effective and efficient environment! This is a physically active position where creativity, strength and discipline are important factors to assist with the physical work involved. While the main focus of this position is movement of supplies, this position will also be cross trained to learn new and exciting skills including using the newest up-to-date receiving software systems, handheld devices for inventory control and warehouse equipment. Working for Health and Human Services provides excitement and contentment knowing you are helping others in need and working in a very stable long-term employment with great benefits!</p>					
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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	Laundry/Sewing Room Worker II	Salary	\$1,725.50		
<p>Laundry Worker II position is responsible for the safe and efficient operation of commercial laundry equipment and performing complex laundry work in a commercial laundry. Laundry Worker II assists with overseeing the laundry process in the soil sort and dryer areas. Will promote team work while performing all assigned tasks. Activities include sorting, classifying, weighing and recording of weights, loading/unloading of Continuous Batch Washer (CBW), press, shuttle, and large 300# dryers, 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. Work involves both light and heavy physical labor. Employee will follow all HHSC, Facility, and Regional 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. Laundry Worker II works under the close supervision from the Laundry Worker III, Laundry Manager and Regional Laundry Director with minimum latitude for use of initiative and independent judgment. This position will occasionally work under close supervision of the Laundry Maintenance assisting with daily laundry preventative maintenance. Completion of work requires use of established methods and/or techniques. Decisions are simple and based on well-defined guidelines. The Laundry Worker II has no financial responsibility but is accountable for assigned property.</p>					
Closing Date	Open	Shift	Days	Open To	Internal

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>					
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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	Licensed Vocational Nurse Trainee			Salary	\$1,600.00
<p>An employee in the Nurse Stipend Position is expected to attend an accredited licensed vocational nursing (LVN) program as scheduled, meet all requirements to graduate as a Graduate Vocational Nurse (GVN), and complete the LVN board of the Texas Board of Nursing (BON) examiners. Upon completion, the employee in the Nurse Stipend Position must fulfill the Academic Stipend Agreement by working 2 months as an LVN employee for each month in LVN trainee program.</p> <p>Please contact Jessica Moore (CNE) before applying.</p>					
Closing Date	Open	Shift	Rotating	Open To	All

Position	Maintenance Specialist II / Carpentry			Salary	\$2,194.33
<p>Performs routine, journey level work, under the guidance of experienced Maintenance Specialists, in one or more building maintenance and construction trades such as carpentry, masonry, painting, etc., repair/renovation and/or routine preventative maintenance to facility buildings and residential homes. Work involves making inspections, adjustments, installations of adaptive equipment, wheelchair ramps, safety equipment, doors, windows, etc., maintaining and repairing buildings, utility systems, and stationary equipment, dependent on the trade involved and operating motorized equipment. Completes 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 tasks to include operation of a motor vehicle, making deliveries, picking up supplies, and other incidental tasks. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.</p>					
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Position	Maintenance Specialist III			Salary	\$2,320.00
<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>					
Closing Date	Open	Shift	Days	Open To	Internal Only

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

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

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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>					
Closing Date	Open	Shift	Rotating	Open To	All

Position	Registered Therapist V (Occupational Therapist)			Salary	\$7,260.41
<p>The Occupational Therapist provides highly advanced therapeutic services in Occupational Therapy. The Therapist performs and interprets assessments and renders clinical and consultative services to consumers. Work may involve but is not limited to evaluation and treatment of wounds, assessment of gait disturbances, pain management, acute care/restorative services, circulatory studies, evaluation and fabrication of orthotic/seating/mobility/positioning devices, and other specialized modalities utilized in the treatment of individuals with developmental disabilities. The Therapist plans, develops, and implements complex physical nutritional management programs and treatment protocols to treat, improve, or maintain the individual's level of health and function. The Therapist performs monitoring and tracking and trending of data pertaining to services and devices; participates in the IDT and assists in development of the ISP; performs staff training and mentoring for devices/strategies; and participates in treatment planning and collaboration with the IDT. The Therapist participates in quality assurance and quality enhancement activities related to provision of therapeutic services at the facility and State level (as requested). The Therapist may plan, assign and supervise the work of departmental staff. This position may oversee the coordination of the student internships or other educational/programs and may conduct research in therapeutic outcomes/practice. The Therapist works independently with minimal supervision with extensive latitude for the use of initiative and judgment.</p>					
Closing Date	Open	Shift	Days	Open To	All

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Position	Registered Therapist IV (Speech)			Salary	
<p>The Abilene State Supported Living Center (SSLC) is seeking a (Speech Language Pathologist/Audiologist) to join an interdisciplinary team of professionals to provide clinical care to residents of the SSLC. As a State Supported Living Center employee, the Habilitation Therapies Director will work at the SSLC campus with a dynamic group of staff and professionals who are dedicated to providing supports and services for individuals with intellectual and developmental disabilities. This is a team environment where staff clinicians collaborate to provide comprehensive care and services.</p> <p>The Speech Language Pathologist or Audiologist performs advanced therapeutic habilitation services in speech language pathology and/or audiology. Work involves coordinating therapeutic rehabilitation activities for clients within a program area and developing protocols in habilitation or rehabilitation therapy services. May assign and/or supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.</p>					
Closing Date	Open	Shift	Days	Open To	All

Position	Registered Therapist V (OT)			Salary	
<p>The Occupational Therapist provides highly advanced therapeutic services in Occupational Therapy. The Therapist performs and interprets assessments and renders clinical and consultative services to consumers. Work may involve but is not limited to evaluation and treatment of wounds, assessment of gait disturbances, pain management, acute care/restorative services, circulatory studies, evaluation and fabrication of orthotic/seating/mobility/positioning devices, and other specialized modalities utilized in the treatment of individuals with developmental disabilities. The Therapist plans, develops, and implements complex physical nutritional management programs and treatment protocols to treat, improve, or maintain the individual's level of health and function. The Therapist performs monitoring and tracking and trending of data pertaining to services and devices; participates in the IDT and assists in development of the ISP; performs staff training and mentoring for devices/strategies; and participates in treatment planning and collaboration with the IDT. The Therapist participates in quality assurance and quality enhancement activities related to provision of therapeutic services at the facility and State level (as requested). The Therapist may plan, assign and supervise the work of departmental staff. This position may oversee the coordination of the student internships or other educational/programs and may conduct research in therapeutic outcomes/practice. The Therapist works independently with minimal supervision with extensive latitude for the use of initiative and 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	Rehab Therapy Tech IV (Activity Centers)	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	Rehab Therapy Tech IV (Recreation)	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

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Position	Rehab Therapy Tech IV (Voc Case Mgr)			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	Security Officer III			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 – Food Service			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

Position	Vehicle Driver I – Transportation			Salary	\$1,892.08
<p>Performs routine motor vehicle operations. Work involves operating a medium duty truck or a van to deliver and pick up food to or from living areas on campus. In addition, this position involves moving food from the warehouse to Food Service area, and on occasion may serve food.</p> <p>This position normally works rotating shift, will be required to work weekends and holidays as rotation warrants. This position requires maintaining forms or logs pertaining to vehicle operation. Completion of work requires use of established methods and/or techniques. Work tasks will be performed within established time frames.</p>					
Closing Date	Open	Shift	Days	Open To	All

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