

Abilene State Supported Living Center

Career Postings

Week of July 10th, 2023

Featured Positions!

Position	Physician III	Salary	\$20,971.00
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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.

Closing Date	Open	Shift	Days	Open To	All
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Position	Warehouse Supervisor	Salary	\$3,113.52
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Looking for a stable job with reliable weekday hours? We have a Warehouse Supervisor opening at Abilene State Supported Living Center. This supervisory position works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

The Warehouse Supervisor reports to the Regional Manager of Supply Services. Our team operates at each of our 19 facilities across the state, so come grow your career with us!

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 efficiently coordinating 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.

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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Position	Direct Support Professional IV (Home Supervisor)			Salary	\$4094.50
<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 may be required to drive a state-owned vehicle.</p>					
Closing Date	Open	Shift	Rotating	Open To	All

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Department Openings

Position	Accounting Technician II	Salary	\$2,698.57		
<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

Position	Clerk I – Community Relations	Salary	\$1,987.42		
<p>Performs moderately complex, self-directed, clerical, and administrative assistance to the Community Relations Director, other Community Relations personnel, Volunteers, and the Volunteer Services Council. Serves as receptionist for the Community Relations Department, including but not limited to: assists with and answers inquiries from volunteers, employees, residents, family members/friends, visitors, and the public daily. Responsible for receiving and receipting for donations, maintaining and balancing the petty cash fund, and reconciling cash receipts and deposits. Writes and sends correspondence, memorandums, sponsorship packets, and reports. Responsible for notifying board/committee members of upcoming events and meetings. Maintains a donor database via computer program. Maintains department filing system and orders supplies. Helps plan, prepare, organize, and conduct special events, projects, and any assigned task. Works varied schedule during Christmas Season and for other special projects/events. Always portrays AbSSLC, those who live here, and those who work here in a positive manner. Works under the general supervision of the Community Relations Director with moderate latitude for the use of initiative and independent judgement.</p>					
Closing Date	Open	Shift	Days	Open To	All

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Position	Cook II			Salary	\$2,639.75
<p>The Cook II performs routine (journey level) food preparation work on a designated shift & rotation in the Central Kitchen under general supervision. May be required to work variable schedule. Work involves preparing, cooking, portioning, distributing and serving food for regular & therapeutic diets & 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. Cook II has moderate latitude for the use of initiative and judgment. In the absence of Cook III/IV this position assumes oversight of the kitchen. May train/oversee others in their work. Maintains sufficient knowledge to satisfy the requirements of the job. Handles food in accordance with federal, state and HACCP guidelines. Follows kitchen and food service safety procedures and practices. Must be willing to work weekends and holidays. May work unusual or extended hours in the event of a disaster or operational necessity.</p>					
Closing Date	Open	Shift	TBD	Open To	All

Position	Direct Support Professional II / ATC			Salary	3,047.58		
<p>The Active Treatment Coordinator works under the direct supervision of the Active Treatment Coordinator Supervisor. Works under moderate supervision with moderate latitude for the use of initiative and independent judgment. The Active Treatment Coordinator performs moderately complex human services support work to include but not limited to: Organizing and coordinating leisure activities for individuals served which is age appropriate, based on their individualized interests, and is meaningful in reaching their goals. Monitoring that individuals served are provided with a variety of quality leisure opportunities on campus, as well as in the local community settings. Providing information to individuals served and responsible staff, regarding activities being offered on and off campus. Following-up with individuals served and staff to verify quality of activities and services and assist with adjusting activities and services to better meet the individuals needs and preferences. Preparing and providing feedback reports to the Active Treatment Coordinator Supervisor regarding the on-going monitoring of activities and services offered. Working closely with the Active Treatment Coordinator Supervisor and Recreation Program Manager. Maintaining inventory and ordering recreational supplies on each home in their respective unit assigned. Developing initiative and imaginative ideas to insure individuals are engaged in meaningful and functional activities. Monitoring scheduled activities to ensure quality delivery of active treatment services. 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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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	Groundskeeper II			Salary	\$2,518.41
<p>Primary duties will involve moving state-owned equipment within the facility - may also help move items to/from campus. Will also help assemble furniture & other items for use on campus. When not working with Property moves, this position will assist with Grounds work.</p> <p>Performs moderately complex journey-level grounds and building maintenance work at a State Supported Living Center. Work involves caring for and maintaining the appearance of grounds, and gardens for the facility as well as caring for grounds keeping tools, supplies, and equipment. Works under general supervision of the Maintenance Technician Supervisor with moderate latitude for the use of initiative and independent judgment. May perform duties in various environmental maintenance areas with in the homes were the individuals live. May provide other maintenance duties as needed for relief purposes and will include some weekend, after hour callout, and shift work as needed. Completion of work requires use of established methods and/or techniques and decisions are varied but based on well-defined guidelines.</p>					
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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

Position	Motor Vehicle Technician I			Salary	\$2,325.83
<p>Performs routine (Journey Level) motor vehicle maintenance and repair work. Work involves repairing or replacing worn or broken parts; performing preventative maintenance activities; and servicing motor vehicle equipment and related gasoline, diesel, or alternative fuel engine- powered equipment. Works under moderate supervision, with limited latitude for the use of initiative and independent judgement.</p>					
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Position	Nurse I, Direct Care RN			Salary	\$,5,746.66
<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	\$6,579.41
<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>					
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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>					
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Position	Receptionist / Switchboard			Salary	\$2,179.92
<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	Registered Therapist IV – Speech			Salary	\$8,060.00
<p>The Speech Language Pathologist performs advanced therapeutic habilitation services in speech language pathology. 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	Transition Coordinator II			Salary	\$3,081.33
<p>Performs routine consultative services and provides technical assistance to interdisciplinary team (IDT) members including individuals served at a State Supported Living Center (SSLC) regarding community services. Assists in planning, developing and implementing educational opportunities for individuals, legally authorized representatives (LARs), families, SSLC staff, community providers and Local Authorities. Assists the IDT in the identification of obstacles to community transition, development of action plans to address the obstacles and initialization of programming to overcome identified obstacles. Serves as liaison to community providers and Local Authorities to ensure current information regarding community resources is available to IDT members.</p> <p>Works under moderate supervision of the Transition Specialist Coordinator and with guidance from the Admission/Placement Coordinator at each SSLC with limited latitude for the use of initiative and independent judgment.</p>					
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