

Job Vacancy Notice

February 3, 2012

Andrews Center

P.O. Box 4730, 2323 West Front Street, Tyler, TX 75712

(903) 597-1351

e-mail: hrinfo@andrewscenter.com

EQUAL OPPORTUNITY EMPLOYER

THIS BULLETIN SUPERSEDES ANY PREVIOUS BULLETIN

The positions denoted with an asterisk () will require the following physical requirements: sight, hearing, speech, lifting (assisting disabled adults with personal hygiene, getting in/out of wheelchair, in/out of bed, and in/out of vehicles), walking, bending or kneeling, and driving a Center vehicle. Positions have frequent physical demand requirements, which include flexibility, lifting and transferring skills, and full range of motion in all joints. Employee will be expected to perform physical agility activities, which relate to the essential functions of the job. Agility requirements include ability to scoot, bend, kneel, lift and carry up to 50 lbs., grasp and perform life saving activities such as CPR, PMAB and First Aid Training Modules.*

Bilingual preferred for degreed positions.

Unofficial transcript must be turned in for degreed positions with application.

An additional step may be awarded for each certification that enhances the position.

Public Notice

Andrews Center is issuing a Request for Open Enrollment Application for the following services: Community Care Provider. These services will be utilized in the Andrews Center Intellectual Disabilities Program. Andrews Center as the Local Authority will assemble a network of service providers to provide family foster care to adults who have intellectual disabilities and meet qualification guidelines in Smith, Henderson, Van Zandt, Wood and Rains Counties.

Prospective providers may obtain an application by contacting the Andrews Center, Human Resources, 2323 W. Front St., Tyler, TX, by calling (903) 597-1351 or by E-mail hrinfo@andrewscenter.com.

DRUG FREE WORKPLACE

The policy of the Andrews Center is to maintain a work environment free from the use, possession, or effect of controlled substances and of alcoholic beverages. We recognize that drugs and alcohol impair employee judgment, which may result in increased safety risks, hazards to the public, employee injuries, faulty decision-making, and reduced productivity. Therefore, we expect all employees to be in a state of mind and in a physically fit condition to complete their assigned duties safely and competently during work hours.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members

RESIDENTIAL TRAINER

POSITION QUALIFICATIONS:

High school education or equivalent. Experience in human service field. Will provide daily living skills to consumers in group home. Must have current Texas driver's license; meet insurance criteria, and ability to pass all applicable training.

LOCATION	POSTED	AVAILABLE	POSITION #	SALARY	SHIFT
ATHENS PLACE	01/25/12	01/31/12	*1359/ FT	\$8.02/HR	FLEXIBLE

***INDIVIDUAL CLASSROOM TRAINER ***

POSITION QUALIFICATIONS:

Individual must have high school diploma and have at least three months experience in a child care facility or with a school district as a classroom aide/teacher or within a developmental disabilities program. Person will work one on one with children who have a diagnosis of autism. Person will work with a classroom treatment team at the Autism Day Treatment Program. Person must have a current Texas driver's license; meet insurance criteria, and ability to pass all applicable training.

LOCATION	POSTED	AVAILABLE	POSITION #	SALARY	SHIFT
TYLER	4/5/11	4/9/11	* 1778/FT	\$9.37/HR	FLEXIBLE

FLOATER- TRAINER

POSITION QUALIFICATIONS:

High school education or equivalent. Experience in human service field. Will provide daily living skills to consumers in a residential facility as a substitute for Smith, Van Zandt and Henderson counties. Must have current Texas driver's license; meet insurance criteria, and ability to pass all applicable training.

LOCATION	POSTED	AVAILABLE	POSITION #	SALARY	SHIFT
SMITH	09/26/11	09/3/011	*1774,1776, 1771/PT	\$8.27/HR	FLEXIBLE
ATHENS/ CANTON	01/09/12	11/04/11	*1777/FT	\$8.27/HR	FLEXIBLE

***BOARD CERTIFIED BEHAVIOR ANALYST ***

POSITION QUALIFICATIONS:

Must have a Master's degree in behavior analysis or a related field (unofficial transcript must accompany application). Must have Board certification in Behavior analysis. Will perform assessments, develop and monitors individualized ABA treatment programs for each student. Will provide direct one on one and small group training using ABA procedures with children. Training consists of skill acquisition for self help – academic skills, social, communication and vocational skills. Must have current Texas driver's license; meet insurance criteria, and ability to pass all applicable training.

LOCATION	POSTED	AVAILABLE	POSITION #	SALARY	SHIFT
TYLER	06/10/11	06/16/11	*1840 /FT	\$6119/MO	FLEXIBLE

***OCCUPATIONAL THERAPIST ***

POSITION QUALIFICATIONS:

Bachelor's degree and OT licenses from Texas State Board (unofficial transcript must accompany application). Responsible for Occupational Therapy services for children ages 0-3. Must have specific knowledge of normal motor development and disorders specific to children ages 0-3. Responsible for assessments and treatment. Must be able to work with an interdisciplinary team and with families in both Center and home based location in a 5 county area. Persons must have daily access to personal automobile and liability insurance and must have current Texas driver's license; meet insurance criteria, and ability to pass all applicable training.

LOCATION	POSTED	AVAILABLE	POSITION #	SALARY	SHIFT
TYLER	09/13/11	09/20/11	*1481/FT	\$6119/MO	FLEXIBLE

***IDD SERVICE COORDINATOR ***

POSITION QUALIFICATIONS:

Bachelor's degree in human service field (unofficial transcript must accompany application). Meets with consumer to identify personal goals/preferred outcomes. Identifies existing and needed services and supports. Completes Service Coordination Assessment. Performs uniform assessment. Facilitates person directed planning process. Develops plan of services and supports. Works with Center program and other agencies for the delivery of services. Review PDP quarterly. Monitors to ensure that clients receive needed services. Works to prevent or manage crisis. Documents all the above in client record. Bills for services. Persons must have daily access to personal automobile and liability insurance and must have current Texas driver's license; meet insurance criteria, and ability to pass all applicable training.

LOCATION	POSTED	AVAILABLE	POSITION #	SALARY	SHIFT
TYLER	01/11/12	01/17/12	*1644/FT	\$2168/MO	FLEXIBLE

***PROGRAM BUSINESS ANALYST ***

POSITION QUALIFICATIONS:

A Bachelor's Degree from an accredited university in Accounting, Finance, Business or Public Administration is required. Individual must have a minimum of three to five years experience working as part of a business operation providing financial and operations analysis and guidance preferably in a public entity environment. Individual must have strong analytical skills, hands-on-budgeting and forecasting; translating data into action oriented recommendations. Individual must have expert computer skills in Excel, Power-Point, database programs (such as MS Access, MS Project Planning) and technical report writing. Must have excellent communication and presentation skills with ability to explain detailed statistical analysis in terms various constituencies can comprehend. Prefer hands on experience with Medicaid and Medicare reimbursement guidelines. Experience in researching, collecting and analyzing data and financials that support business operations and make recommendations to operations management. Will develop and monitor productivity measures; building both budgets and handling project planning including start-up, forecasting financial plans and oversight. The individual will provide in-depth financial program analysis to determine efficiencies in programs and will work with program directors in program development. This position may require the employee to drive representing the Center and therefore must have current Texas driver's license and meet insurability criteria.

LOCATION	POSTED	AVAILABLE	POSITION #	SALARY	SHIFT
TYLER	01/12/12	01/18/12	*1867/FT	\$3776/MO	FLEXIBLE

OUTPATIENT COMPETENCY RESTORATION

POSITION QUALIFICATIONS:

Bachelors degree in the human service field (unofficial transcript must accompany application. Experience in mental health services and criminal justice preferred. The individual will provide case management, psychosocial rehab/skills training, competency restoration (legal skills training), and court advocacy. May be required to visit individuals in a jail setting. Ability to work with persons with disabilities, to assess consumer needs, to establish service plans, to make productive referrals, to advocate for consumer, and to work independently and effectively. Must have current Texas driver's license; meet insurance criteria, and ability to pass all applicable training

LOCATION	POSTED	AVAILABLE	POSITION #	SALARY	SHIFT
TYLER	01/25/12	01/31/12	*1866/FT	\$2168/MO	FLEXIBLE

INSURANCE VERIFICATION SPECIALIST

POSITION QUALIFICATIONS:

High school education or equivalent. This individual will provide center-wide insurance verification, precertification, and authorizations for consumers. Must have three years experience in medical insurance related support duties. Must be computer literate and have good customer service skills. Must have current Texas driver's license; meet insurance criteria, and ability to pass all applicable training

LOCATION	POSTED	AVAILABLE	POSITION #	SALARY	SHIFT
TYLER	01/26/12	02/01/12	*1875/FT	\$9.37/HR	FLEXIBLE

OFFICE COORDINATOR

POSITION QUALIFICATIONS:

High school education or equivalent and three (3) years clerical and/or accounting experience is required. Performs secretarial and receptionist duties. Serves as back-up staff for commitment clerk, office manager, medical records, and center secretary. Assist in bookkeeping duties as needed. Sets up and maintains staff schedules. Scheduling appointments of consumers for staff and doctor and nurse. Serves as registration clerk and answers clinic telephone. Must have current Texas driver's license; meet insurance criteria, and ability to pass all applicable training

LOCATION	POSTED	AVAILABLE	POSITION #	SALARY	SHIFT
ATHENS	01/26/12	02/01/12	*260/FT	\$9.37/HR	FLEXIBLE