

Job Vacancy Notice

September 7, 2010

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.

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 Mental Retardation Program. Andrews Center as the Local Authority will assemble a network of service providers to provide family foster care to mentally retarded adults who 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 |
|-----------------|---------------|------------------|-------------------|---------------|--------------|
| ANN ROAD | 06/15/10 | 06/15/10 | *1343/PT | \$8.27/HR | PARTTIME |
| ANN ROAD | 08/23/10 | 08/27/10 | *256/FT | \$8.27/HR | FLEXIBLE |
| HCS ATHENS | 09/07/10 | 09/13/10 | *1753/FT | \$7.78/HR | SLEEPTIME |
| CANTON | 09/07/10 | 09/13/10 | *453/FT | \$7.78/HR | SLEEPTIME |

STAFF PSYCHOLOGIST*

POSITION QUALIFICATIONS:

Person will work in the Early Childhood Intervention Program. Will provide psycho-educational services to individuals, groups and families. Will perform intake evaluations, plan treatment strategies, and implement treatment. Will provide behavioral services to children and families enrolled in the ECI program. Will provide services in the children's natural environment. Will serve as a consultant to assist team members with children with behavioral concerns. Must have a Masters degree with two years' post degree experience and licensed as a LPC or Psychologist Associate Certification." Must have current Texas driver's license; meet insurance criteria, and ability to pass all applicable training." Five years of experience or an additional license/certification may enhance salary

| LOCATION | POSTED | AVAILABLE | POSITION # | SALARY | SHIFT |
|-----------------|---------------|------------------|-------------------|---------------|--------------|
| TYLER | 09/28/09 | 10/5/09 | *1520/FT | \$3114/MO | 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 |
|----------|---------|-----------|------------|------------|----------|
| VANZANDT | 12/3/09 | 12/10/09 | *1777/PT | \$ 8.03/HR | FLEXIBLE |

***INDIVIDUAL CLASSROOM TRAINER ***

POSITION QUALIFICATIONS:

Must have high school diploma. Must 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 . Will work one on one with children diagnosis with autism/mental retardation. Will work with a classroom treatment team at the Autism Day Treatment Program. Must have current Texas driver's license; meet insurance criteria, and ability to pass all applicable training.

| LOCATION | POSTED | AVAILABLE | POSITION # | SALARY | SHIFT |
|----------|--------|-----------|------------|-----------|----------|
| TYLER | 4/5/09 | 4/9/09 | * 1778/FT | \$9.37/HR | FLEXIBLE |

CASEWORKER/S.T.A.R.

POSITION QUALIFICATIONS:

Bachelor's degree in behavioral science or related field. Experience working with at-risk youth required. Must meet qualifications for QMHP. Direct services to children ages 7-17 and their families meeting referral criteria for the S.T.A.R.-Network Program Grant. Participates in on-call rotation. Will perform family preservation services, crisis intervention, and social skills training for individuals and in groups. Must have current Texas driver's license; meet insurance criteria, and ability to pass all applicable training.

| LOCATION | POSTED | AVAILABLE | POSITION # | SALARY | SHIFT |
|----------|----------|-----------|------------|------------|----------|
| ELLIS | 08/09/10 | 08/13/10 | *1762/FT | \$ 2168/MO | FLEXIBLE |

DAY CARE AIDE

POSITION QUALIFICATIONS:

High School Diploma or GED. Will be responsible for assisting teachers and following teacher directions in care and training of children at the Child Development and Treatment Center. Must have current Texas driver's license; meet insurance criteria, and ability to pass all applicable training

| LOCATION | POSTED | AVAILABLE | POSITION # | SALARY | SHIFT |
|-----------------|---------------|------------------|-------------------|---------------|--------------|
| CD&T | 08/02/10 | 08/06/10 | *1791/PT | \$7.47/HR | FLEXIBLE |
| CD&T | 08/02/10 | 08/06/10 | *1820/FT | \$7.47/HR | FLEXILBE |
| CD&T | 08/10/10 | 08/16/10 | *1790/PT | \$7.47/HR | FLEXIBLE |

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