



Burke Job Posting / Job Description

Position Title

System of Care Evaluation Assistant – Angelina Mental Health Clinic - Preferred: Lufkin, TX

Optional: Nacogdoches, TX; Livingston, TX

“PENDING BOARD APPROVAL”

Position Number

P #1691

General Description

The Evaluation Assistant will collaborate with the Local Project Director to coordinate collection of the Center for Mental Health Services Child Outcome Measures for Discretionary Programs, as well as coordinate with the state level Family Engagement Specialist and Youth Engagement Specialist to facilitate youth and family member focus groups for evaluation of system of care. The Evaluation Assistant will also contribute toward quarterly progress reports to the Texas Health and Human Services Commission (HHSC).

Essential functions of the position include; meet deliverables in contract with HHSC; participate in work groups and supports team efforts; notify clinicians of deadlines for the Center for Mental Health Services Child Outcome Measures for Discretionary Programs; Collect Center for Mental Health Services Child Outcome Measures for Discretionary Programs and provides completed data collections forms to the Texas Institute for Excellence in Mental Health within three business days of data collection; Collaborates with state-level Family Engagement Specialist and Youth Engagement Specialists to facilitate youth and family member focus groups for evaluation; and contributes toward quarterly progress reports to HHSC.

Other skills include ability to communicate effectively; experience in writing reports and coordinating meetings; demonstrated experience meeting deadlines and managing multiple pieces of information; able to work independently as well as with a team are important aspects of the position. This position reports to the Utilization Manager for mental health.

Education

Required: Bachelor’s degree in Business, Management, or Human Services field

Experience

Required: At least one (1) year full-time experience in an office environment

Preferred: Two (2) years full-time experience in an office environment

Licenses/Certifications

Required: Valid Texas driver’s license

Special Requests or Comments

Required: Must be physically able to complete Satori Alternative to Managing Aggressive Behavior (SAMA), CPR, and First Aid training modules. Must have a driving record insurable by Burke’s insurance administrator.

Physical Requirements

Required: Sight, hearing, talking, lifting up to 25 pounds, walking, driving a vehicle, and hand/finger dexterity

Hours

Monday through Friday; Generally, 8:00 a.m. to 5:00 p.m.

Salary

\$40,000 to \$42,000 annually, depending on qualifications and experience.

Notice to All Prospective Burke Applicants

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

Only applications submitted with a specific numbered position listed will be considered.

Physical requirements listed in positions will be discussed in detailed at time of interview.

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.

Applications should be submitted to:

careers@myburke.org

Questions can be addressed to:

Burke Human Resources Dept

2001 S Medford Dr

Lufkin, TX 75901

T: 936-639-1141

Equal Opportunity Employer