



## **Burke Job Posting/Job Description**

### **Position Title**

Crisis Service Director – M.C. - Mental Health Emergency Center – Lufkin, TX

### **Position Number**

P #1376

### **General Description**

The Crisis Service Director is responsible for the overall implementation, management, supervision, and evaluation of all Extended Observations and Crisis Residential operations at the Mental Health Emergency Center. The Crisis Service Director participates in strategic planning, budgeting initiatives and coordination of services with other Center programs. The Crisis Service Director shall work within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

### **Education**

Education: Master's degree in Psychology, Social Work, Marriage & Family Therapy, or Master's in Science in Nursing, from an accredited college or university.

### **Experience**

Required: At least two (2) years of full-time direct experience as a manager of a mental health or substance use facility or (4) years direct experience in a management position. Must also have at least one (1) year full-time experience working in a mental health, residential, crisis stabilization, or respite setting.

Required: Staff supervision, ability to utilize EHR, perform budgetary work, and follow state/federal rules and regulations pertaining to the operation of the programs. MHEC is a 24/7 program and this position will require some after hours and/or weekend consultation.

Required: Critical Competencies for Success: Critical and systems thinking; measuring program outcomes; problem solving; listening; clear, persuasive and convincing communication; providing clear focus and direction; confronting difficult issues, identifying alternatives, deciding on a course of action; collaboration; partnering.

Preferred: Inpatient or residential experience

### **Licenses/Certifications**

Required: Licensure as one of the following: Licensed Professional Counselor (LPC), Licensed Marriage & Family Therapist (LMFT), Licensed Clinical Social Worker (LCSW), or Registered Nurse (RN) with the State of Texas. (Current license is required at time of application)

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: Position requires various activities involving visual, auditory, motor skills to communicate; attend meetings/trainings, carrying charts (up to 25 lbs.), verbalizes information and responds to complaints, develop and deliver reports. Must have stamina for long days and able to work under hazardous conditions due to potentially aggressive consumers.

### **Hours**

Generally, Monday through Friday, 8am to 5pm. Due to MHEC being a 24/7 operation, the Service Director will be required to work some after hours and/or weekends at times.

### **Salary**

\$65,000 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](mailto:careers@myburke.org)

*Questions can be addressed to:*

*Burke-Human Resources Department  
2001 S. Medford Drive  
Lufkin, TX 75901  
Telephone: 936-639-1141*

**Equal Opportunity Employer**