



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

### **Position Title**

Service Coordinator – L.V. – Developmental Disabilities - Nacogdoches, TX

### **Position Number**

P #1548

### **General Description**

The Service Coordinator will be responsible for working with individuals with intellectual and/or developmental disabilities residing in nursing facilities in Nacogdoches and Shelby counties. The Service Coordinator is responsible for initial IDT meetings, convening and facilitating the individual's service planning team; facilitating the development of the individual's service plan, community living options quarterly, facilitating revisions to the service plan as needed and facilitating the coordination of services and supports between the individual's service plan and the nursing facility's plan of care. The Service Coordinator is also responsible for completing PASRR Evaluations, interfacing with nursing facility staff and for educating the individual/LAR/families of living options available in the community and in working with the individual who is transitioning to the community, including the development of a Community Living Discharge Plan. Travel is required in Nacogdoches and Shelby Counties.

### **Education**

Required: Bachelor's degree in Social Work, Rehabilitation, Psychology, Medicine, Nursing, Counseling, Sociology, Human Development, Gerontology, Educational Psychology, Criminal Justice, or with a major in a social, behavioral or human services field from an accredited college or university and/or two years paid employment experience as a Case Manager in a state or federally funded Parent Case Management Program prior to April 1<sup>st</sup>, 1999.

### **Experience**

Preferred: One (1) year paid experience as a case manager working with individuals with intellectual and developmental disabilities.

### **Licenses/Certifications**

Required: Valid Texas driver's license

### **Physical Requirements**

Required: Must have visual and auditory skills sufficient to evaluate and monitor consumer needs, mobility required to bend, reach, lift up to 25 pounds while assisting consumers, completing SAMA course, carry charts and equipment during a work day. Fine motor skills for legible writing and driving of a motor vehicle for business related travel. Hazardous conditions exist due to potentially aggressive consumers.

### **Hours**

Monday-Friday; generally, 8 a.m. - 5 p.m.

After hours work may be required to meet consumer and program needs.

### **Salary**

\$29,500 - \$34,300 annually; depending on experience and qualifications

### **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**