



Burke Job Posting / Job Description

Position Title

Director of ETBHN – M.T. – East Texas Behavioral Network (ETBHN) - Lufkin, TX

Position Number

P #135

General Description

The Executive Director is accountable to the ROC and will be responsible for developing and implementing the organization's strategic goals and objectives considering both operational and financial outcomes. Also, will be tasked to develop and recommend necessary network policies for approval and ensure implementation; confirm compliance with relevant fiscal agency procedures; communicate with ROC regarding the state of operations, including events that may positively or negatively impact the operations or finances of the organization. The Executive Director will hire well-qualified network personnel in a timely manner and supervise and evaluate staff in accordance with fiscal agent policies. Also, develop and prepare budgets for ROC approval and submit monthly financial data to ROC. Must be adept at contract negotiations and provide oversight of network contracts regarding all service lines of operation. Will be responsible for recommendation and development of new business and networking opportunities.

The Executive Director of ETBHN must have the ability to cultivate and maintain strategic partnerships both internally and externally to advance the collaborative model. Must have incisive analytical and problem-solving skills to address needs and concerns in the behavioral health field including both operational and financial attributes to successfully manage the complexities of the organization. This includes strategic planning; interpreting and acting on financial data; leadership experience to include managing people; interacting with the ROC and with Community Center staff; along with other duties as directed by the ROC.

Education

Required: Master's degree in business, personnel management, or health care related field.

Required: Prior Management experience.

Experience

Required: Prior Management experience.

Prefer: Three (3) years of experience working in a Community Center setting or related setting.

Licenses/Certifications

Required: Valid Texas driver's license. Must have a driving record insurable by Burke's insurance administrator.

Physical Requirements

Required: Sight, hearing, talking, lifting up to 25 pounds, walking, prolonged standing, bending, kneeling, and hand/ finger dexterity. Moderate travel is also required.

Hours

This position is a full-time position. Monday – Friday; 8:00 a.m.– 5:00 p.m. and can be hybrid but must be able to be on-site in Lufkin, TX to develop and maintain staff relationships. Both in-state and out of state travel are required.

Salary

\$125,000 annually (minimum salary) Negotiable based on experience and education.

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.