



# Coastal Plains Community Center

Tel: (361)777-3991 FAX: (361)777-2940 JOB LINE: (361)777-2851

200 Marriott Drive  
P.O. Box 1336  
Portland, Texas 78374  
[www.coastalplainsctr.org](http://www.coastalplainsctr.org)

Bulletin 584

Job Openings February 3, 2012 – February 10, 2012

**Applications Accepted:** Mon.-Thur., 8:00am-5pm and Fri. 8:00am-4:00pm. Applicants **MUST** show their **ORIGINAL** Social Security card and **CURRENT** Texas driver's license and submit a completed **ORIGINAL** job application to be considered for employment. Applications must be received by 4:00pm on the closing date at 200 Marriott Dr., Portland, Texas 78374 to be eligible for consideration. Resumes **NOT ACCEPTED** in lieu of an application.

*We are an Equal Opportunity/ADA/Affirmative Action Employer*

### Requirements:

Every person hired at Coastal Plains Community Center is considered an employee of the Center regardless of who made the offer of employment. Employment assignments may change due to budgetary, disciplinary, or administrative reasons. All changes in employment assignments will be handled in accordance with laws prohibiting any form of discrimination. All positions require the ability to work flexible hours and days as needed.

Positions requiring specific academic achievement and/or specific course attainment will require you to attach a copy of a transcript, certification and/or License to your application. All other positions will require verification of high school diploma or GED.

As per the Immigration Reform and Control Act of 1986 (§1200) all applicants for employment are required to provide documents that provide proof of employment authorization and identity. (Social Security Card & Driver's License, alternate documents as per regulations).

Criminal convictions involving personal injury, threat to another person, drug related offenses, etc., may make you ineligible for employment at Coastal Plains Community Center. Names of prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Falsification of the application for employment is grounds for dismissal, if employed.

For positions that require travel/driving, applicants must maintain a class "C" driver's license with a favorable driving record as evidenced by DPS Moving Violation report.

Coastal Plains Community Center is a DRUG FREE WORKPLACE. Effective August 1, 1996, before employment, all applicants are given a "conditional" offer of employment and will be required to take and pass a drug test. Physical assessment tests will be required for certain positions.

Effective July 1, 2002, all applicants for employment will be notified that prior to an offer of employment, they will be screened for previous confirmation of a class I confirmed incident or incidents of abuse or neglect against a consumer or consumers. Applicants with a confirmed history of abuse or neglect will not be considered for employment.

Coastal Plains Community Center is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age, citizenship status or special disabled veteran's status. Veterans Preference Applicable. Coastal Plains provides TTY services through Relay Texas. The State of Texas is an At Will State. Accordingly, Coastal Plains is an At Will Employer. Both the employee and the center may terminate the employment relationship at anytime with or without cause.

Case Manager I, II, III  
Beeville MH  
Monday – Friday 8:00am – 5:00 pm (Flex)  
\$2,372.00 - \$3,043.00 Monthly  
Closing: February 10, 2012  
Posting: # 639



## **APPLICANT QUALIFICATIONS**

### **GENERAL DESCRIPTION:**

Works as a member of an integrated treatment team. Staff is responsible for providing rehabilitation, support services to consumers identified with severe and persistent mental illness. Services provided to individuals in authorized service package include Pharmacological management services, and rehabilitation services. Nature of work requires frequent in-person, long-term contact with individuals, family members, and service providers. Job performance requires an automobile, extensive travel, and flexible hours to provide services. Job also requires staff to facilitate skills activities in a group or individual setting to clients served by Coastal Plains Community Center. Works under the supervision of the Clinic Director or designee. Job requires high level of clinical skills necessary for independent judgment.

### **MINIMUM QUALIFICATIONS:**

A bachelor's degree from an accredited college or university with a major in Social or Behavioral Health which is defined as psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human growth and development, physician assistant, gerontology, special education, educational psychology, early childhood education, or early childhood intervention. Salary is commensurate with education and experience per Coastal Plains career ladder. Class C operator's license with evidence of a good driving record.

### **PREFERRED REQUIREMENTS:**

1. Knowledge of Microsoft office and basic computer skills as demonstrated by a performance exam.
2. Able to communicate orally in Spanish.
3. One year experience in adult MH case management/ rehab skills training.
4. Maintain class "C" license with less than 10 penalty points.
5. Lives within a 30-minute commute from the Beeville Clinic.
6. Permanency of employment.

Human Services Tech II, III, IV  
HCS Group Home- Kingsville  
Position 1: Friday- Sunday (Flex);  
Position 2: Monday- Friday (6am- 2pm) Split Shift  
\$1,590.00- \$1,871.00 Monthly  
Closing: February 10, 2012  
Posting: # 640



## **APPLICANT QUALIFICATIONS**

### **GENERAL DESCRIPTION:**

These positions are based in Kingsville, TX, at the Coastal Plains HCS men's group home. The positions are primarily responsible for teaching and assisting intellectually disabled individuals, in a group home setting. The positions provide overall supervision with daily activities of money management, cooking, safety, nutrition, etc. The positions are also responsible for administering of medications and transporting individuals to community activities and job sites.

Documentation of services, Medicaid billing, and maintenance of vehicles are also applicable job duties. These positions are under the immediate supervisor of the Assistant Coordinator of HCS Services.

### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED certificate
- One year experience working with individuals with intellectual and developmental disabilities
- Must possess Class C operator's license with proof of liability insurance.

### **PREFERRED REQUIREMENTS:**

- 1 Work history demonstrating an ability to work under minimal supervision.
- 2 Stable work record demonstrated by longevity with previous employer. (2 years or longer).