



# Camino Community MHMR Real Center

P.O. Box 725 Lytle, TX 78052

## APPLICATION INFORMATION AND REQUIREMENTS

CAMINO REAL COMMUNITY MHMR CENTER IS AN EQUAL EMPLOYMENT OPPORTUNITY/ADA/AFFIRMATIVE ACTION EMPLOYER.

**HR LOCATION:** Human Resources Office, P.O. Box 725 (19965 FM3175 North), Lytle, Texas 78052

<b>PHONE NUMBERS:</b>	<b>Main Office:</b> (210) 357-0300
	<b>HR:</b> (210) 357-0359
	<b>FAX:</b> (210) 357-0455
	<b>Relay Texas:</b> 1-800-RELAYTX
<b>WEB SITE:</b>	<a href="http://www.caminorealmhmr.org">www.caminorealmhmr.org</a>

**APPLICATIONS TO BE CONSIDERED:** Human Resource Services will accept applications for specific positions only. It is the applicant's responsibility to come to or call Human Resource Services and activate his/her application for each position desired when the position is advertised. Positions posted as "until filled", may be closed at any time after the initial posting period. HAND CARRIED applications are accepted Monday through Friday during the hours of 8:00 A.M. - 12:00 P.M. and 1 - 5:00 P.M.

**BIDS BY CENTER EMPLOYEES:** CAMINO REAL COMMUNITY MHMR CENTER employees wanting to be considered for posted positions must submit a bid for each position.

**SCREENING OF APPLICATIONS:** Applicant's meeting the minimum qualifications for a position will be considered; however, all applicants may not be interviewed.

**REQUIRED DOCUMENTATION:** A copy of high school diploma/GED or college transcript/degree or license/certification must be provided by applicants before an offer of employment can be made. Transcript/degree must clearly show major and graduation date.

**CONVICTION CLEARANCES:** Convictions related to any sexual offenses, drug related offenses, murder, theft, assault, battery, or any other] crime involving personal injury or threat to another person may make you ineligible for employment with Camino Real Community MHMR Center. The names of all prospective employees are cleared through Texas Department of Public Safety to determine the existence of such records. All prospective employees will have their background checked through the Nurse Aide Registry and Employee Misconduct Registry. A revoked status listing in the Nurse Aide Registry or an unemployable status listing in the Employee Misconduct Registry is an absolute bar of employment. Prospective employees are also cleared through the Abuse and Neglect System. Falsification of the application for employment is grounds for dismissal, if employed.

**DRUG FREE WORK PLACE:** Camino Real Community MHMR Center is a drug-free workplace. Pre-employment controlled substance abuse testing is required when an applicant receives a conditional offer of employment. If an individual's controlled substance test is verified as positive, the applicant's offer of employment will be rescinded.

**SELECTIVE SERVICE:** Effective September 1, 1999, state law requires all male U.S. citizens, and male aliens living in the U.S., who are age 18 through 25 to provide Selective Service registration.

**I.D. REQUIREMENTS:** As per the Immigration Reform and Control Act of 1986, (s. 1200) all applicants for employment are required to provide documents that provide proof of employment authorization and identity. Social Security Account Number Card and Driver License. (Alternate documents as per regulations).

**IN HOUSE TRAINING:** New employees who have direct contact responsibility with consumers will attend five (5) days of training prior to reporting to their regular assignment. New employees who do not have contact with consumers will attend a four day orientation period. Training is scheduled and conducted 8:00 A.M. - 5:00 P.M. Monday through Friday in Lytle, Texas.

**BENEFITS AND PENSION:** Camino Real MHMR Center currently offers health coverage to employees who are benefit eligible. Agency paid health coverage for employee only, Blue Cross/Blue Shield, PPO and this includes \$10,000 life insurance; optional coverage's include: eligible dependent health and life coverage; employee and eligible dependent dental coverage; additional life insurance and AD & D coverage for employee and eligible dependents; employee long and short-term disability; flexible spending account. Agency provides an Employee Assistance Program; 401K retirement plan, employee contributes 6%, employer matches the 6%; 11-13 paid holiday's annually; accrue 8 hours vacation and 8 hours sick leave monthly, vacation hour accrual increases with years of employment; 5 paid personal leave days annually in addition to vacation; career ladder.

<b>JOB TITLE</b>	Administrative Specialist VIII (Executive Admin. Asst./Board Liaison)
<b>WAGE</b>	\$32,996 Annually
<b>JOB STATUS</b>	Full-time
<b>SHIFT</b>	8:00 A.M. – 5:00 P.M. Mon-Fri, variable
<b>POSTING NUMBER</b>	892700
<b>HIRING PROGRAM</b>	Administration
<b>JOB LOCATION</b>	Lytle, Tx.
<b>BENEFITS</b>	Full
<b>POSTING DATE</b>	8/23/10
<b>CLOSING DATE</b>	8/27/10 or until filled

Applicants should contact Texas Workforce for typing test and provide referral card with application/resume. Requires 55 wpm. Proof of education required upon request. Requires valid Texas drivers license and acceptable driving record.

**GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Performs complex and advanced administrative support to the office of the Executive Director and the Director of Operations. Requires excellent verbal and written communication skills. Position requires excellent computer skills to include advanced use of word processing, publishing, and spreadsheet software. Must possess advanced internet research capabilities. Must be able to organize and prioritize multiple tasks that support the activities of management. Functions include the distribution of mail, routing of documents, maintaining of calendars, documenting of minutes, and formulation of tracking systems to retrieve sensitive documents. Performs a key role in the monitoring of lease and administrative/professional services contracts. As the Board Liaison, is responsible for the posting of the agenda, taking of minutes, preparation of Board training materials, and communicating with Board members on an ongoing basis. Provides support to Board members for all travel and reimbursement activities. Position coordinates public relations and volunteer functions for the agency. Must be flexible with work schedule and be willing to travel when necessary. Candidate must possess strong organizational skills, self initiate, and function with minimal supervision.

**MINIMUM JOB QUALIFICATIONS:**

Minimum of high school diploma with ten (10) years experience in a field related to the duties of the position. Coursework and/or experience must reflect preparation in a technical capacity to include use of computer and office machines. Must have ability to use various software programs to include Microsoft Word, Excel and PowerPoint. Must type a minimum of 55 wpm. Applicants should contact Texas Workforce to take typing test.. Referral card with passing typing score should be provided with application/resume.

**PREFERRED JOB QUALIFICATIONS:**

Preference for a combination of education which includes college or certification coursework in business technology and fifteen (15) years experience in the workforce. Preference for experience with an MHMR Center and/or support of a Board of Trustees. English/Spanish bilingual capability. Prefer extensive experience with documenting of meeting minutes.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent verbal and written communication skills
- Strong grammar and spelling skills
- Ability to handle phone communications in professional manner
- Ability to generate reports, graphs, spreadsheets
- Strong organizational skills
- Ability to self initiate
- Ability to function with minimal supervision.

**OTHER SPECIAL INFORMATION:**

**Apply in person at: 19965 FM 3175 N., Lytle, Tx.**

**or submit application and resume to:**

Camino Real Community MHMR Center  
ATTN: HRS  
P.O. BOX 725, Lytle, TX. 78052

**FAX:** 210-357-0455

**E-MAIL:** [mildredp@caminorealmhmr.org](mailto:mildredp@caminorealmhmr.org)

**PHONE:** 210-357-0359 or 357-0300

<b>JOB TITLE</b>	Case Manager
<b>WAGE</b>	\$34,003 Annually
<b>JOB STATUS</b>	Full-time
<b>SHIFT</b>	8:00 A.M. – 5:00 P.M. Mon – Fri, variable
<b>POSTING NUMBER</b>	103906
<b>HIRING PROGRAM</b>	Mental Health Services
<b>JOB LOCATION</b>	Crystal City, Tx.
<b>BENEFITS</b>	Full
<b>POSTING DATE</b>	8/23/10
<b>CLOSING DATE</b>	8/27/10 or until filled

Must be able to respond to on-call within one (1) hour of service area, Dimmit and Zavala counties. Must provide proof of education upon request. Requires valid Texas drivers license and acceptable driving record.

**GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Responsible for providing mental health services to severely and chronically mentally ill or emotionally disturbed children, adolescents, and their parents and may include adults as well as dual disordered mental health/chemically dependent individuals. Responsibilities may include the provision of services throughout the service area to include Zavala and Dimmit Counties. These service interventions may be provided in home, in office, and/or in community settings. Interventions include screening, case management, individual rehabilitative skills training, family rehabilitative skills training, group skills and provision of crisis resolution services. Performs case management and rehabilitation duties as addressed in the Texas Administrative Code, Community Standards, and policies and procedures of the agency. Required to meet set productivity standards monthly. May assist the Director in providing community education and consultation. This will include such activities as interfacing and maintaining working relationships with local and state agencies and resources. Interagency collaboration is essential to this position. The job requires extensive travel for community-based service provision and flexible hours and schedule to meet the demands of the clients served. Participates in both day time and after hour crisis on-call system on a rotation basis. Administratively reports directly to the team leader and works with guidance from the Children's Services Director.

**MINIMUM JOB QUALIFICATIONS:**

Bachelor's degree from an accredited college or university with a major in social, behavioral, or human services field. Must meet Qualified Mental Health Professional (QMHP requirement).

Work experience using a computer.

**PREFERRED JOB QUALIFICATIONS:**

- Strongly prefer experience in social work, case management, and chemical dependency field
- Prefer experience working with children and adolescents
- Bilingual, English/Spanish
- Reside in Zavala, Dimmit, or Maverick counties.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Basic computer skills
- Experience working with children
- Ability to work independently, to organize work efficiently, and to communicate effectively both verbally and in writing
- Knowledge of individual needs/characteristics associated with mental illness
- Ability to develop productive relationships with children and family members that focus on specific outcomes
- Extensive skill in children's needs assessment and the ability to respond to the changing needs of the children and their families
- Ability to advocate effectively for an individual in the target population
- Ability to work cooperatively and effectively with other professionals, individuals and groups; exercise tact, initiative, and good judgment when dealing with people; prepare reports and recommendations for administrative use
- Knowledge of local community resources, how to access those services and use them effectively
- Ability to work in a crisis situation
- Knowledge of the principles, methods, techniques and practices of social work and chemical dependency, the functioning of mental health hospitals and/or out-patient mental health clinics.

**OTHER SPECIAL INFORMATION:**

**Apply in person at: 315 N. First, Crystal City, Tx.**

**or submit application and resume to:**

Camino Real Community MHMR Center  
ATTN: HRS  
P.O. BOX 725, Lytle, TX. 78052

**FAX:** 210-357-0455

**E-MAIL:** [mildredp@caminorealmhmr.org](mailto:mildredp@caminorealmhmr.org)

**PHONE:** 210-357-0359 or 357-0300

<b>JOB TITLE</b>	Community Support Provider
<b>WAGE</b>	\$9.75 Hourly
<b>JOB STATUS</b>	Part-time
<b>SHIFT</b>	Variable Hours
<b>POSTING NUMBER</b>	103711
<b>HIRING PROGRAM</b>	Intellectual & Developmental Disabilities Services
<b>JOB LOCATION</b>	Eagle Pass, Tx.
<b>BENEFITS</b>	None
<b>POSTING DATE</b>	8/30/10
<b>CLOSING DATE</b>	9/3/10 or until filled

Agency vehicle may be available, however, mileage is reimbursed for some activities requiring use of personal vehicles. Proof of high school diploma or GED must be provided upon request. Selected applicant must be able to attend 4-5 working days of paid training at the Lytle Administration Office.

**GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Provides services to people with intellectual and developmental disabilities living in their own home or family home. Assists them with hygiene, housekeeping, meal preparation, and other services as needed. Trains individuals to do these activities independently. Provides transportation to medical appointments, outings and other community access activities. This transportation will include travel out of the area and to other cities as required.

**MINIMUM JOB QUALIFICATIONS:**

Graduation from an accredited high school or G.E.D., or the ability to pass a comprehension test and provide 3 letters of reference. Valid Texas drivers license and acceptable driving record.

Must be able to travel either by agency vehicle or personal vehicle to transport individuals out of town. Must be available to work a flexible schedule based on the agency's need

**PREFERRED JOB QUALIFICATIONS:**

Experience working with people with mental retardation.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate effectively
- Able to conduct a needs assessment
- Ability to document effectively
- Ability to work effectively with persons with intellectual and developmental disabilities.

**OTHER SPECIAL INFORMATION:**

**Apply in person at: 757 Rio Grande St., Eagle Pass, Tx.**

**or submit application and resume to:**

Camino Real Community MHMR Center  
ATTN: HRS  
P.O. BOX 725, Lytle, TX. 78052

**FAX:** 210-357-0455

**E-MAIL:** [mildredp@caminorealmhmr.org](mailto:mildredp@caminorealmhmr.org)

**PHONE:** 210-357-0359 or 357-0300

<b>JOB TITLE</b>	Community Support Provider
<b>WAGE</b>	\$9.75 hourly
<b>JOB STATUS</b>	Part-time, hourly
<b>SHIFT</b>	Variable
<b>POSTING NUMBER</b>	103679
<b>HIRING PROGRAM</b>	Intellectual & Developmental Disabilities Services
<b>JOB LOCATION</b>	La Pryor, Tx.
<b>BENEFITS</b>	None
<b>POSTING DATE</b>	8/16/10
<b>CLOSING DATE</b>	Open Until Filled

**GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Provides services to people with Intellectual and Developmental disabilities living in their own home or family home. Assists them with hygiene, housekeeping, meal preparation, and other services as needed. Trains individuals to do these activities independently. Provides transportation to medical appointments, outings and other community access activities. This transportation will include travel of the area and to other cities as required. Agency vehicle may be available, however, mileage is reimbursed for some activities requiring use of personal vehicles.

**MINIMUM JOB QUALIFICATIONS:**

Graduation from an accredited high school or GED, or the ability to pass a Comprehension Texas and provide three (3) letters of reference. Comprehension test is administered by Camino Real. Requires valid Texas drivers license and acceptable driving record.

**PREFERRED JOB QUALIFICATIONS:**

Experience working with people with mental retardation.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate effectively
- Able to conduct a needs assessment
- Ability to document effectively
- Ability to work effectively with persons with mental retardation and/or developmental disabilities.

**OTHER SPECIAL INFORMATION:**

Apply in person at: 315 N. First, Crystal City, Tx.

or submit application and resume to:

Camino Real Community MHMR Center  
ATTN: HRS  
P.O. BOX 725, Lytle, TX. 78052

**FAX:** 210-357-0455

**E-MAIL:** [mildredp@caminorealmhmr.org](mailto:mildredp@caminorealmhmr.org)

**PHONE:** 210-357-0359 or 357-0300

<b>JOB TITLE</b>	Community Support Provider
<b>WAGE</b>	\$9.75 hourly
<b>JOB STATUS</b>	Part-time
<b>SHIFT</b>	Variable
<b>POSTING NUMBER</b>	103902
<b>HIRING PROGRAM</b>	Intellectual & Developmental Disabilities Services
<b>JOB LOCATION</b>	Lytle, Tx.
<b>BENEFITS</b>	None
<b>POSTING DATE</b>	8/30/10
<b>CLOSING DATE</b>	Open until filled

Agency vehicle may be available, however, mileage is reimbursed for some activities requiring use of personal vehicles. Proof of high school diploma or GED must be provided upon request. Selected applicant must be able to attend 4-5 working days of paid training at the Lytle Administration Office.

**GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Provides services to people with intellectual and developmental disabilities living in their own home or family home. Assists them with hygiene, housekeeping, meal preparation, and other services as needed. Trains individuals to do these activities independently. Provides transportation to medical appointments, outings and other community access activities. This transportation will include travel out of the area and to other cities as required.

**MINIMUM JOB QUALIFICATIONS:**

Graduation from an accredited high school or GED, or the ability to pass a comprehension test and provide three (3) letters of reference. Comprehension test is administered by Camino Real. Reference letters not required from applicants who have a high school diploma or GED. Requires valid Texas drivers license and acceptable driving record.

**PREFERRED JOB QUALIFICATIONS:**

Experience working with people with mental retardation.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate effectively
- Able to conduct a needs assessment
- Ability to document effectively
- Ability to work effectively with persons with mental retardation and/or developmental disabilities.

**OTHER SPECIAL INFORMATION:**

Apply in person at: 19965 FM 3175 N., Lytle, Tx.

**or submit application and resume to:**

Camino Real Community MHMR Center  
ATTN: HRS  
P.O. BOX 725, Lytle, TX. 78052

**FAX:** 210-357-0455

**E-MAIL:** [mildredp@caminorealmhmr.org](mailto:mildredp@caminorealmhmr.org)

**PHONE:** 210-357-0359 or 357-0300

<b>JOB TITLE</b>	Licensed Occupational Therapy Assistant (LOTA)
<b>WAGE</b>	\$39,524 Annually
<b>JOB STATUS</b>	Full-time
<b>SHIFT</b>	8:00 A.M. – 5:00 P.M. Variable
<b>POSTING NUMBER</b>	103869
<b>HIRING PROGRAM</b>	Early Childhood Intervention (ECI)
<b>JOB LOCATION</b>	Seguin, Tx.
<b>BENEFITS</b>	Full
<b>POSTING DATE</b>	1/15/10
<b>CLOSING DATE</b>	Open until filled

Proof of education is required upon request. Transcript, diploma, licensure must be an original. Requires valid Texas drivers license and acceptable driving record.

**GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Work is performed under clinical supervision of the Registered Occupational Therapist (OTR). Work involves implementation of treatment plans. The LOTA provides consultation and support to families and other team members in providing services to children birth to 3. Requires routine travel within Guadalupe, Gonzales and Wilson counties. May require travel throughout Camino Real ECI catchment area. Agency vehicle availability or mileage reimbursement for use of personal vehicle.

**MINIMUM JOB QUALIFICATIONS:**

Bachelor's or Associate's degree from an accredited program with a current license and certification as a licensed occupational therapist assistant (LOTA) by the State of Texas.

**PREFERRED JOB QUALIFICATIONS:**

- Bilingual, English/Spanish
- Work experience that included intervention techniques for treating developmentally delayed infants
- Prior ECI experience

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of working with children with developmental delays and their families
- Knowledge of child development and intervention techniques
- Ability to work as part of a team
- Skill in interviewing; ability to communicate effectively; good written and verbal skills
- Assess treatment of clients; to interpret program methods and procedures; and to provide guidance to other staff
- Good organizational skills to plan, develop, and implement programs and recommendations for consumers and their families/support systems
- Computer skills
- Ability to coordinate, plan, and develop programs and provide services to families

**OTHER SPECIAL INFORMATION:**

**Apply in person at: 1375 Walnut St., Seguin, Tx.**

**or submit application and resume to:**

Camino Real Community MHMR Center  
ATTN: HRS  
P.O. BOX 725, Lytle, TX. 78052

**FAX:** 210-357-0455

**E-MAIL:** [mildredp@caminorealmhmr.org](mailto:mildredp@caminorealmhmr.org)

**PHONE:** 210-357-0359 or 357-0300

<b>JOB TITLE</b>	Licensed Physical Therapy Assistant (LPTA)
<b>WAGE</b>	\$39,524 Annually
<b>JOB STATUS</b>	Full-time
<b>SHIFT</b>	8:00 A.M. – 5:00 P.M. Variable
<b>POSTING NUMBER</b>	103871
<b>HIRING PROGRAM</b>	Early Childhood Intervention (ECI)
<b>JOB LOCATION</b>	Lytle, Tx. or ECI office convenient to selected applicant
<b>BENEFITS</b>	Full
<b>POSTING DATE</b>	9/4/09
<b>CLOSING DATE</b>	Open until filled

Proof of education is required upon request. Transcript or diploma, licensure must be an original. Copies will not be accepted. Requires valid Texas drivers license and acceptable driving record.

**GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Work is performed under clinical supervision of the Licensed Physical Therapist (LPT). Work involves implementation of treatment plans. The LPTA provides consultation and support to families and other team members in providing services to children birth to 3. Requires routine travel within Southwest counties. May require travel throughout the Camino Real ECI catchment area. Agency vehicle availability or mileage reimbursement for use of personal vehicle.

**MINIMUM JOB QUALIFICATIONS:**

Bachelor's or Associate's degree from an accredited program with a current license and certifications as a licensed physical therapist assistant (LPTA) by the State of Texas.

**PREFERRED JOB QUALIFICATIONS:**

- Bilingual, English/Spanish
- Work experience that included intervention techniques for treating developmentally delayed infants
- Prior ECI experience

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of working with children with developmental delays and their families
- Knowledge of child development and intervention techniques
- Ability to work as part of a team
- Skill in interviewing; ability to communicate effectively; good written and verbal skills
- Assess treatment of clients; to interpret program methods and procedures; and to provide guidance to other staff
- Good organizational skills to plan, develop, and implement programs and recommendations for consumers and their families/support systems
- Computer skills
- Ability to coordinate, plan and develop programs and provide services to families

**OTHER SPECIAL INFORMATION:**

Apply in person at: 19965 FM 3175 N. Lytle, Tx.

**or submit application and resume to:**

Camino Real Community MHMR Center  
ATTN: HRS  
P.O. BOX 725, Lytle, TX. 78052

**FAX:** 210-357-0455

**E-MAIL:** [mildredp@caminorealmhmr.org](mailto:mildredp@caminorealmhmr.org)

**PHONE:** 210-357-0359 or 357-0300

<b>JOB TITLE</b>	Licensed Professional
<b>WAGE</b>	\$37,223 Annually
<b>JOB STATUS</b>	Full-time
<b>SHIFT</b>	8:00 a.m. – 5:00 p.m. Mon-Fri, variable
<b>POSTING NUMBER</b>	103788
<b>HIRING PROGRAM</b>	Early Childhood Intervention (ECI)
<b>JOB LOCATION</b>	Seguin, Tx.
<b>BENEFITS</b>	Full
<b>POSTING DATE</b>	8/9/10
<b>CLOSING DATE</b>	8/13/10 or until filled

Proof of education is required upon request. Requires valid Texas drivers license and acceptable driving record.

**GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

The Licensed Professional will participate in eligibility determination for children referred to the ECI Program and the development of treatment planning for children eligible for services. Duties also include coordinating, planning, developing programs and providing service coordination to children and families on their assigned caseload. The Licensed Professional will also provide consultation to staff and families with respect to areas of concern within their discipline and work cooperatively with appropriate providers and agencies in coordinating necessary services for transitioning children exiting the Program. This position requires travel using an agency vehicle or mileage reimbursed for use of personal vehicle. This position will be supervised by the ECI Director.

**MINIMUM JOB QUALIFICATIONS:**

- Bachelor's or Master's degree from an accredited college or university with a Texas license as a Social Worker (LBSW, LMSW, LCSW), PLUS
- Experience working with young children with special needs and their families.

**PREFERRED JOB QUALIFICATIONS:**

Prior ECI experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles, methods, techniques, and practices of social work; and of community resources.
- Knowledge of child development and intervention techniques.
- Ability to work as part of a team.
- Skill in interviewing; ability to communicate effectively; good written and verbal skills.
- Assess treatment of clients; to interpret program methods and procedures; and to provide guidance to other staff.
- Good organizational skills to plan, develop, and implement programs and recommendations for consumers and their families/support systems.
- Computer skills.
- Ability to coordinate, plan, and develop programs and provide services to families.

**OTHER SPECIAL INFORMATION:**

**Apply in person at: 1375 Walnut St., Suite 100, Seguin, Tx.**

**or submit application and resume to:**

Camino Real Community MHMR Center  
ATTN: HRS  
P.O. BOX 725, Lytle, TX. 78052

**FAX:** 210-357-0455

**E-MAIL:** [mildredp@caminorealmhmr.org](mailto:mildredp@caminorealmhmr.org)

**PHONE:** 210-357-0359 or 357-0300

<b>JOB TITLE</b>	Licensed Professional of the Healing Arts (LPHA)
<b>WAGE</b>	\$50,580
<b>JOB STATUS</b>	Full-time OR Part-time (50% - minimum of 20 hours weekly)
<b>SHIFT</b>	8:00 a.m. – 5:00 p.m. Mon-Fri, variable
<b>POSTING NUMBER</b>	103903
<b>HIRING PROGRAM</b>	Mental Health Services
<b>JOB LOCATION</b>	*Eagle Pass or Crystal City, Tx.
<b>BENEFITS</b>	**Full
<b>POSTING DATE</b>	8/30/10
<b>CLOSING DATE</b>	Open Until Filled

\*Position can be housed in Eagle Pass or Crystal City.

\*\*If the LPHA position is filled as a 50% position, vacation, sick leave and personal leave will be accrued at 50%. Medical and optional benefits are full coverage.

Proof of education must be provided upon request. Requires valid Texas drivers license and acceptable driving record.

**GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Lead LPHA this position is primarily responsible for the provision of counseling services to adults, children and adolescents receiving services from Camino Real and who reside in Maverick, Zavala and Dimmit Counties. Counseling service will be provided utilizing cognitive behavioral therapy. The position will provide initial screening, intake and assessment of adults, children and adolescents seeking services from Camino Real. The position provides consumer interventions in the form of crisis screening and intervention, continuity of care and case management functions. The position provides direct clinical supervision to non-licensed staff and participates on the LPHA after-hour on-call crisis consultation rotation schedule. The position requires skills assessment, diagnostic, treatment planning, referral and follow-up, crisis response and brief therapy. State certification as a Cognitive Behavioral Therapy Provider is required (training will be provided). Flexibility in service delivery and work hours required. Professional services will be provided to consumer face-to-face or via video conferencing. Children’s services may be provided at a clinic or in a school setting, Extensive travel within the Camino Real catchment area may be required using an agency vehicle or mileage reimbursed for use of personal vehicle.

**MINIMUM JOB QUALIFICATIONS:**

Master’s degree from an accredited college or university with a major in social, behavioral or human services, plus one of the following State of Texas licensures: LCSW, LPC or LMFT.  
Requires a valid Texas drivers license and acceptable driving record.

**PREFERRED JOB QUALIFICATIONS:**

- Direct professional experience in social, behavioral or human services including diagnostics.
- Reside in Dimmit, Zavala or Maverick County.
- Experience in the provision of cognitive behavioral therapy to adults and children.
- Prefer Camino Real mental health adult intake, child and adolescent intake, diagnostic and eligibility experience.
- Prefer DSHS Resilience and Disease Management experience.
- Prefer experience in the use of Anasazi.
- Prefer experience in the use of video conferencing technology.
- Bilingual, English/Spanish.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work cooperatively and effectively with other professionals and individuals.
- Knowledge of the principles, methods, techniques and practices of counseling and diagnostic impression, functioning of mental health hospitals and/or out-patient mental health clinics.
- Ability to work cooperatively and effectively with other professional groups; exercise tact, initiative, and good judgment when dealing with people; prepare reports and recommendations for administrative use; to communicate effectively using both oral and written communications.
- Knowledge of the needs and characteristics associated with the target population.
- Knowledge of local community resources, how to access those services and use them effectively.
- Skills in performing assessments and developing a treatment plan for the individual.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently, organize work efficiently, and respond to the changing needs of the individual.
- Ability to work in a crisis stabilization.
- Ability to be a team leader and identify problems/gaps in service.

Licensed Professional of the Healing Arts (LPHA) continued

**OTHER SPECIAL INFORMATION:**

**Apply in person at: 757 Rio Grande St., Eagle Pass, Tx.; 315 N. First St., Crystal City, Tx.; or 319 N. 4<sup>th</sup> St., Carrizo Springs, Tx.**

**or submit application and resume to:**

Camino Real Community MHMR Center  
ATTN: HRS  
P.O. BOX 725, Lytle, TX. 78052

**FAX:** 210-357-0455

**E-MAIL:** [mildredp@caminorealmhmr.org](mailto:mildredp@caminorealmhmr.org)

**PHONE:** 210-357-0359 or 357-0300

<b>JOB TITLE</b>	Registered Therapist I-III (Speech Language Pathologist)
<b>WAGE</b>	\$78,300 - \$85,878 Annually Dependent On Experience
<b>JOB STATUS</b>	Full-time
<b>SHIFT</b>	8:00 A.M. – 5:00 P.M. Mon-Fri, variable
<b>POSTING NUMBER</b>	103758
<b>HIRING PROGRAM</b>	Early Childhood Intervention (ECI)
<b>JOB LOCATION</b>	Eagle Pass, Tx.
<b>BENEFITS</b>	Full
<b>POSTING DATE</b>	8/23/10
<b>CLOSING DATE</b>	8/27/10 or until filled

Must provide proof of education upon request. Requires valid Texas drivers license and acceptable driving record.

**GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

The Speech Language Pathologist (SLP) will participate in evaluations, development of Individualized Family Service Plan, and provide direct and/or consultative services to children birth to 36 months of age identified as needing speech therapy services. The SLP will also provide consultation to the Program Team. The SLP will also serve as a service coordinator and maintain a small caseload requiring case management follow-up as needed. Routine travel is required within Maverick, Dimmit, and Zavala counties. Travel may be required through the ECI Program service area as needed using an agency vehicle or mileage reimbursed for use of personal vehicle. This position reports to and is supervised by the ECI Director.

**MINIMUM JOB QUALIFICATIONS:**

Master's degree in speech language pathology from an accredited college or university.  
Current Texas state license or eligibility in the State of Texas.

**PREFERRED JOB QUALIFICATIONS:**

Previous experience as a speech therapist working with infants and young children preferred.  
Bilingual (Spanish/English).

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of normal and atypical child development and intervention techniques.
- Ability to coordinate, plan, and develop programs as part of a team or individually.
- Ability to work under conditions requiring physical stamina and emotional stability.

**OTHER SPECIAL INFORMATION:**

Apply in person at: 1080 Crown Ridge, Suite 5, Eagle Pass, Tx.

or submit application and resume to:

Camino Real Community MHMR Center  
ATTN: HRS  
P.O. BOX 725, Lytle, TX. 78052

FAX: 210-357-0455

E-MAIL: [mildredp@caminorealmhmr.org](mailto:mildredp@caminorealmhmr.org)

PHONE: 210-357-0359 or 357-0300

<b>JOB TITLE</b>	Service Coordinator
<b>WAGE</b>	\$32,996 Annually
<b>JOB STATUS</b>	Full-time
<b>SHIFT</b>	8:00 a.m. – 5:00 p.m. Mon-Fri, variable
<b>POSTING NUMBER</b>	103841
<b>HIRING PROGRAM</b>	Early Childhood Intervention (ECI)
<b>JOB LOCATION</b>	Lytle, Tx.
<b>BENEFITS</b>	Full
<b>POSTING DATE</b>	7/12/10
<b>CLOSING DATE</b>	Open Until Filled

Proof of education is required upon request. Requires valid Texas drivers license and acceptable driving record.

**GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Responds to referrals by conducting intake and coordinates evaluation and service delivery for children birth to three who meet eligibility for services. Functions as a service coordinator for an assigned caseload. Maintains documentation and accurate client records. Collaborates with community agencies to assist in the referral, service provision and transition of children to appropriate programs. Reports to Lytle Team Leader. Travel required. Agency vehicle availability or mileage reimbursement for use of personal vehicle.

**MINIMUM JOB QUALIFICATIONS:**

- Bachelor’s degree from a state accredited institution of teacher education with certification of education in Texas (EXCET); OR
  - Bachelor’s degree with valid teaching certification plus 12-21 college hours in early childhood intervention or special education; OR
  - Bachelor’s degree in one of the following: Adaptive physical education; child development; child life; communication disorders; early childhood; elementary education (without certification); family life; health; psychology; recreational therapy; social work (without certification); sociology; special education (without certification); OR
  - Bachelor’s degree (other than those listed above) including 18 hours of college credit relevant to early intervention services;
- PLUS
- Previous direct work experience with children with special needs and their families.

**PREFERRED JOB QUALIFICATIONS:**

- Previous experience in Early Childhood Intervention (ECI) or working with families with young children with special needs;
- Service coordination/case management experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of community resources
- Computer skills
- Knowledge of typical and atypical child development and intervention techniques for treating developmentally delayed infants and ability to use these effectively
- Ability to coordinate, plan, and develop programs as part of a team and individually
- Willing to travel and participate in educating and empowering parents and family members
- Skillful in developing, organizing and utilizing community resources
- Must possess good communication skills (oral and written)
- Ability to work under conditions requiring physical stamina and emotional stability
- Ability to resolve conflict in area of responsibility.

**OTHER SPECIAL INFORMATION:**

Apply in person at: 19965 FM 3175 N., Lytle, Tx.

or submit application and resume to:

Camino Real Community MHMR Center  
 TTN: HRS  
 P.O. BOX 725, Lytle, TX. 78052

FAX: 210-357-0455

E-MAIL: [mildredp@caminorealmhmr.org](mailto:mildredp@caminorealmhmr.org)

PHONE: 210-357-0359 or 357-0300

<b>JOB TITLE</b>	Service Coordinator
<b>WAGE</b>	\$32,996 Annually
<b>JOB STATUS</b>	Full-time
<b>SHIFT</b>	8:00 A.M. – 5:00 P.M. Mon-Fri, variable
<b>POSTING NUMBER</b>	103817
<b>HIRING PROGRAM</b>	Intellectual and Developmental Disabilities Services
<b>JOB LOCATION</b>	Dilley, Tx.
<b>BENEFITS</b>	Full
<b>POSTING DATE</b>	8/30/10
<b>CLOSING DATE</b>	9/3/10 or until filled

Proof of education required upon request. Requires valid Texas drivers license and acceptable driving record.

**GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

The service coordinator is responsible for providing service planning, assessment, monitoring and crisis prevention services to individuals diagnosed with mental retardation. Population includes adults and children 3 years and older, who may also be dually diagnosed with mental retardation and mental health disorders. The service coordinator provides service coordination services to consumer's diagnosed with mental retardation on a caseload not to exceed forty (40) persons. The caseload will consist of consumers who utilize different funding streams to include: GR, HCS, TxHmL and OBRA. Must maintain documentation and accurate client records in accordance with Texas Administrative Code and policies and procedures of the agency. The job calls for a self-motivated and energetic person to assess consumer's goals and needs and provide monitoring of services to consumers living in their natural homes, foster homes and/or nursing homes. The caseload will be concentrated primarily in Frio and Dimmit Counties. This position will be housed at the Frio Administration Office in Dilley, Tx. Must be willing to occasionally use own vehicle with mileage reimbursed by the agency. Required to meet set productivity standards on a monthly basis.

**MINIMUM JOB QUALIFICATIONS:**

Bachelor's degree from an accredited college or university with a major in social, behavioral, or human services. Majors that are considered as social, behavioral or human services field for this position include but not limited to: psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human development, gerontology, educational psychology, education, and criminal justice.

Must possess proficient computer skills.

**PREFERRED JOB QUALIFICATIONS:**

- Experience in service coordination/case worker field
- Bilingual, English/Spanish
- Reside in Frio or LaSalle County.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of community resources
- Must possess good verbal and written skills
- Ability to coordinate, plan and develop programs as part of a team and individually
- Ability to develop productive relationships with individual's and their family members that focus on the individuals specific goals and dreams
- Ability to advocate effectively for the best interest of the individuals served
- Ability to work cooperatively and effectively with other professionals, team members and other agencies
- Ability to work independently, organize work efficiently and communicate effectively
- Ability to meet stringent timeframes for submission of paperwork
- Ability to exercise tact, initiative and good judgment in different situations
- Ability to complete documentation of contracts for billing purposes on a weekly basis.

**OTHER SPECIAL INFORMATION:**

Apply in person at: 105 S. Commerce, Dilley, Tx.

or submit application and resume to:

Camino Real Community MHMR Center  
ATTN: HRS  
P.O. BOX 725, Lytle, TX. 78052

FAX: 210-357-0455

E-MAIL: [mildredp@caminorealmhmr.org](mailto:mildredp@caminorealmhmr.org)

PHONE: 210-357-0359 or 357-0300

<b>JOB TITLE</b>	Speech Language Pathologist – Assistant (SLP-A)
<b>WAGE</b>	\$39,524 Annually
<b>JOB STATUS</b>	Full-time
<b>SHIFT</b>	8:00 A.M. – 5:00 P.M. Variable
<b>POSTING NUMBER</b>	103872
<b>HIRING PROGRAM</b>	Early Childhood Intervention (ECI)
<b>JOB LOCATION</b>	Eagle Pass, Tx.
<b>BENEFITS</b>	Full
<b>POSTING DATE</b>	9/4/09
<b>CLOSING DATE</b>	Open until filled

Proof of education is required upon request. Transcript or diploma, licensure must be an original. Copies will not be accepted. Requires valid Texas drivers license and acceptable driving record.

**GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

Under the professional supervision of the Licensed Speech/Language Pathologist, the Speech/Language Pathologist Assistant (SLP-A) is responsible for providing direct and/or consultative services to children identified as qualifying for speech therapy services. The SLP-A is responsible for documentation of services to children identified as qualifying for speech therapy services. The SLP-A is responsible for documentation of services in a timely manner. This position will also have a caseload of service coordination cases. Routine travel required within Maverick, Dimmit, and Zavala counties. Travel may be required in other Camino Real service delivery areas. Agency vehicle availability or mileage reimbursement for use of personal vehicle.

**MINIMUM JOB QUALIFICATIONS:**

Bachelor’s degree in communicative sciences and disorders from an accredited program with a current license and certifications as a speech/language pathologist assistant (SLPA) by the State of Texas to practice under supervision.

**PREFERRED JOB QUALIFICATIONS:**

- Bilingual, English/Spanish
- Work experience that included intervention techniques for treating developmentally delayed infants
- Prior ECI experience

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of normal child development and intervention techniques for training developmentally delayed children (0-3 years) and ability to use these effectively.
- Knowledge of working with children with developmental delays and their families
- Ability to coordinate, plan, and develop programs and provide services to families
- Ability to work as part of a team
- Must possess good communication and writing skills
- Ability to work under conditions requiring physical stamina and emotional stability
- Ability to resolve conflict in area of responsibility
- Thorough knowledge of speech therapy philosophy, ethics and practices.

**OTHER SPECIAL INFORMATION:**

**Apply in person at: 1080 Crown Ridge, Suite 5, Eagle Pass, Tx.**

**or submit application and resume to:**

Camino Real Community MHMR Center  
ATTN: HRS  
P.O. BOX 725, Lytle, TX. 78052

**FAX:** 210-357-0455

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**PHONE:** 210-357-0359 or 357-0300

<b>JOB TITLE</b>	Therapist Technician III (TEMPORARY)
<b>WAGE</b>	\$744.70 Bi-weekly
<b>JOB STATUS</b>	Full-time, temporary
<b>SHIFT</b>	8:00 A.M. – 5:00 P.M., Mon-Fri, variable
<b>POSTING NUMBER</b>	T103907
<b>HIRING PROGRAM</b>	Intellectual and Developmental Disabilities Day Programs
<b>JOB LOCATION</b>	Eagle Pass, Tx.
<b>BENEFITS</b>	Full
<b>POSTING DATE</b>	8/23/10
<b>CLOSING DATE</b>	8/27/10 or until filled

Resumes will be accepted but not in lieu of a completed application . Proof of education must be provided upon request. Requires valid Texas drivers license and acceptable driving record.

**GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

The Therapist Technician III position has primary responsibility for supervising production activity of the consumer, implementation of training objectives identified by the Team that support work activity, work skills, and other areas that focus on preparation of the consumer for real work. Carries out programs developed by support personnel that address the areas such as behavior, safety, health, etc. Performs activity which supports timely compliance of production requirements. Completes documentation as directed by supervisor. May require some travel using agency vehicle. Position functions under the general supervision of the Work Center Manager. Will provide services within range of activities in accordance with the evidentiary requirements of the Waiver Programs.

**MINIMUM JOB QUALIFICATIONS:**

Graduation from an accredited high school or GED; valid Texas drivers license and acceptable driving record.

**PREFERRED JOB QUALIFICATIONS:**

Prefer six (6) months related work experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of training techniques as applied in a community setting
- Knowledge of community resources and needs of intellectually and developmentally disabled individuals in a work setting
- Ability to plan and develop programs
- Must possess good writing and communication skills
- Ability to work under conditions requiring physical stamina and emotional stability.

**OTHER SPECIAL INFORMATION:**

Apply in person at: 757 Rio Grande St., Eagle Pass, Tx.

or submit application and resume to:

Camino Real Community MHMR Center  
ATTN: HRS  
P.O. BOX 725, Lytle, TX. 78052

FAX: 210-357-0455

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PHONE: 210-357-0359 or 357-0300



## Bachelor's or Master's Degree Requirements

All positions which require a Bachelor's or Master's degree are required to meet the following requirements unless otherwise noted on the posting. Degree must be from an accredited college or university with a major in social, behavioral, or human services, or be a registered nurse. Accepted degrees are listed below for MH and MR services. If an applicant has a degree in a different field, he/she may still be considered if they have sufficient credits to qualify for a major in one of the degree fields noted below. The number of credits required for a major is based on the requirement of the college or university from which the applicant has obtained a degree. If an applicant wishes to be considered on this basis, he/she must attach a copy of his/her college transcript to the application form. Individuals without the appropriate degree will not be forwarded for consideration unless the transcript is attached and the individual does have sufficient credits for a major in one of the appropriate fields.

### Qualified Mental Health Professional (QMHP) Requirement

The degrees that are considered "social, behavioral, or human services" are: psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human development, gerontology, educational psychology, special education, physician assistant studies, early childhood intervention and early childhood education;

or, is a registered nurse.

Degrees in criminal justice, education, business, public health, anthropology, linguistics, history, geography, government, and political science are not considered.

### Mental Retardation Service Coordination Requirement

The degrees that are considered "social, behavioral, or human services" may include, but are not limited to psychology, social work, medicine, nursing, rehabilitation, counseling, sociology, human development, gerontology, educational psychology, education, criminal justice and interdisciplinary studies.

### Early Childhood Intervention (ECI)

Early Childhood Intervention (ECI) educational requirements will be as listed on the posting for each vacancy.