



May 7, 2012

POSITION DESCRIPTIONS ARE LISTED ALPHABETICALLY (SCROLL DOWN)

MEDICAL POSITIONS	CLINICAL /NON-MEDICAL	ADMINISTRATIVE / TECHNICAL
<ul style="list-style-type: none"> • ADVANCED NURSE PRACTICIONER • PSYCHIATRIST • RN – REGISTERED NURSE • PHYSICAL THERAPIST • SPEECH LANGUAGE THERAPIST (CCC OR CFY) • OCCUPATIONAL THERAPIST • MEDICATION AIDE • MENTAL HEALTH TECHNICIAN • LICENSED VOCATIONAL NURSE 	<ul style="list-style-type: none"> • LICENSED CLINICAL SOCIAL WORKER • LICENSED PROFESSIONAL COUNSELOR • EARLY INTERVENTION SPECIALIST • SERVICE COORDINATOR – BILINGUAL • SERVICE COORDINATOR • QUALIFIED MENTAL HEALTH PROFESSIONAL • EMPLOYMENT CONSULTANT • PSYCHOLOGIST, ASSOCIATE • INTAKE COORDINATOR • BEHAVIORAL INTERVENTION SPEC • FOSTER CARE PLACEMENT COORDINATOR 	<ul style="list-style-type: none"> • BUSINESS RELATIONS COORDINATOR • TECHNICAL SUPPORT • BILLING SPECIALIST • BUSINESS SUPPORT II • MEDICAL RECORDS

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Advanced Practice Nurse

Supervised By: Medical Director
Directly Supervises: N/A
Salary: \$100,000 - \$115,000 – depending upon Skills/Education/Experience
Stipend: bilingual stipend available
Bonus: \$10K Sign-on bonus paid out over 24 months;
Not available to recruiting agency referrals
Posting Date: Ongoing

GENERAL DESCRIPTION:

Under the general supervision of a psychiatrist: Implement psychiatric interventions including, but not limited to, prescribing/monitoring of psychotropic medications. Monitors the individual's response to psychiatric interventions and adjusts interventions to the individual's changing needs. Engages and involves family and significant others as positive allies in the treatment process where possible and appropriate.

EDUCATION AND EXPERIENCE:

Masters Degree from an accredited university in Nursing and approved as an Advanced Practice Nurse by the Board of Nurse Examiners for the State of Texas. Authorized by the Board of Nurse Examiners for the State of Texas for Advanced Practice Nurses Limited Prescriptive Authority with a valid prescription authorization number. DEA and DPS required. At least 6 months experience as an APN working with Adults and/or Children and Adolescents.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

BEHAVIORAL INTERVENTION SPECIALIST

Supervised By: Program Manager I
Directly Supervises: None
Salary: \$14.42 per hour depending upon Skills/Education/Experience – bilingual stipend available if pass internal testing criteria
Posting Date: April 2, 2012

GENERAL DESCRIPTION:

Provides clinical and community-based services for consumers with dual-diagnosis of mental health and developmental disabilities. Works with inter-disciplinary team, as well as families and resources. Negotiate and facilitate the array of services and supports needed to address the person's goals and desired outcomes as identified. Provide behavioral intervention services in (facility, in-home/community training and support) to assigned caseload. Responsible for ensuring planned services and supports are implemented and appropriately documented.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Human Service field required. Master's Degree in Human Service field preferred. Minimum of one year experience in services for persons with developmental disabilities required. Bilingual preferred.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Billing Specialist

Supervised By: Business Operations Director
Directly Supervises: None
Salary: \$13.46 per hour depending upon Skills/Education/Experience – bilingual stipend available if pass internal testing criteria
Posting Date: January 16, 2012

GENERAL DESCRIPTION:

The Billing Specialist ensures clean claims processing and an accurate A/R record. From the pre-claims submission data correction process to the post-submission correction process, the Billing Specialist will research claim information to ensure that claims can be sent to payers in a timely and efficient manner. The Billing Specialist is cross-trained on all Patient Financial Service functions. This individual must be able to assess and prioritize needs, follow through on assignments and function well under deadline restraints.

EDUCATION AND EXPERIENCE:

High School/GED graduate with 2 years experience working in a business office or medical office setting dealing with insurance, billing, and medical claims processing.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Business Relations Coordinator

Supervised By: Director of Philanthropy
Directly Supervises: None
Salary: \$54,000 per year depending upon Skills/Education/Experience – bilingual stipend available if pass internal testing criteria
Posting Date: March 19, 2012

GENERAL DESCRIPTION:

The Business Relations Coordinator is a member of the Philanthropy Team working to strengthen the quality and quantity of programs and services at Metrocare Services. The Business Relations Coordinator will initiate and participate in building business/corporate relations and ongoing education efforts on behalf of Metrocare. The Business Relations Coordinator will work to enhance the public image of this center, educate the community to the programs and services available and promote pride both internally and externally of its asset value to Dallas County. The Business Relations Coordinator will assist in securing additional funding and financial support for the agency.

EDUCATION AND EXPERIENCE:

Bachelor's degree in business, journalism, marketing or related degree required. Desired five years experience in development, business relations or marketing for non-profit organizations.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Business Support II

Supervised By: Business Office Coordinator
Directly Supervises: None
Salary: \$12.50 per hour - depending upon Skills/Education/Experience – bilingual stipend available
Posting Date: January 27, 2012

GENERAL DECSRIPTION:

This position assists in general clinical office duties, including, maintaining appointment schedules, screening consumer needs, completing financial assessments and consents, and assisting consumers in reception area.

EDUCATION AND EXPERIECNE:

High school graduate or GED with some college or technical school/training with a minimum of 4 years of progressive customer service experience required. **Must have scheduling experience.** Experience in an office of MH/MR setting preferred.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Early Intervention Specialist

Supervised By: Program Manager
Salary: \$ 17.30 per hour (\$36,000 annualized) Bilingual stipend available
Posting Date: November 11, 2011

GENERAL DESCRIPTION:

Provides intake, counseling, service coordination and developmental interaction to families of infants, ages 0 to 35 months, referred to ECI. Provides direct services, functions as community liaison and as an interdisciplinary team member. Serves as a consultant to other professional staff as needed.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university with a major in the human services or related field, early childhood or child development a plus. Experience working with infants and in the field of developmental disabilities. Bilingual (Spanish/ASL) stipend available.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Bilingual Employment Consultant

Supervised By: Program Supervisor
Salary: \$ 12.50 per hour (\$26,000 annualized) plus Bilingual stipend
Posting Date: March 27, 2012

GENERAL DESCRIPTION:

Provide an array of services that will assist and support individuals with developmental disabilities in an individualized, integrated community setting with job development/placement services. Serves as liaison between CDDS, business community and other Center personnel. Community based position. Must have reliable transportation.

EDUCATION AND EXPERIENCE:

Associates Degree in Human Services field required. One to two years experience in providing services to individuals with disabilities. Bilingual in Spanish and/or American Sign Language a plus.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Foster Care Placement Coordinator

Supervised By: Clinical Manager IV
Salary: \$ 14.42 – 17.78 per hour - , depending upon education & experience.
Bilingual stipend available if pass internal testing requirements.
Posting Date: April 23, 2012

GENERAL DESCRIPTION:

The Placement Coordinator will monitor placement referrals from statewide Centralized Placement Units (CPU) and the Metrocare provider vacancies Xtranet. The Placement Coordinator will need to have a working relationship with each Metrocare foster family, knowing their strengths and weaknesses. The Placement Coordinator will nominate the most appropriate Metrocare matches to each CPU referrals. The Placement Coordinator will complete each placement into a Metrocare foster home according to Minimum Standards. The Placement Coordinator will also comply with Minimum Standards when completing each Preliminary Service Plan (72 Hour Plan) for each placement made. Services may include, but are not limited to, assessment and development of treatment goals and objectives.

EDUCATION AND EXPERIENCE:

Master's degree in human services with 1 to 3 years experience in MH/MR or related field is required. MSW, LMSW, LPC-I or LPC degree with 0 to 2 years experience in human services is preferred. Bilingual in Spanish and/or American Sign Language a plus.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Intake Coordinator - Licensed

Supervised By: Program Manager I
Salary: \$ 54,000 and up, depending upon education & experience. Bilingual stipend available if pass internal testing requirements.
Posting Date: April 2, 2012

GENERAL DESCRIPTION:

Complete all new assessments for referrals to BTS within 7 days of referral. Work with all referral sources to ensure timely assessment and initiation of services. Make recommendations for services for consumers. Write treatment plans/behavior intervention plans for all consumers assessed, and request authorizations for services.

EDUCATION AND EXPERIENCE:

Master's degree required. PhD or PsyD preferred. Must be a Licensed Psychological Associate, or Licensed Psychologist in the state of Texas.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Licensed Clinical Social Worker (LCSW)

Supervised By: Program Manager
Salary: \$46,000-\$56,000 depending upon Skills/Education/Experience
Posting Date: November 11, 2011

GENERAL DESCRIPTION:

The LCSW coordinates services and provides community-based services to consumers assigned to a specific treatment team. As an effective member of the treatment team, the LCSW participates in treatment team meetings, interacts with assigned consumers, documents interventions, and works cooperatively with other team members to provide services.

The LCSW also interacts with the consumer's family members and other providers in the community as appropriate to ensure that the consumer's needs are being met. May perform functional assessments of consumer strengths, needs and resources to determine appropriate teaching/learning expectations and to analyze mastery of skills.

EDUCATION AND EXPERIENCE:

Current Texas LCSW licensure required. Masters degree in Social Work, with 1 to 3 years of experience desired.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Licensed Professional Counselor - MH

Supervised By: Clinical Manager
Salary: \$40,000-\$49,000 depending upon Skills/Education/Experience
Posting Date: 12/2/11

GENERAL DESCRIPTION:

The LPC is primarily responsible for monitoring services, providing Community Support Services and therapeutic services. As an effective member of the treatment team, the LPC participates in treatment team meetings, interacts with assigned consumers, documents behavioral interventions, and works cooperatively with other team members to provide services, which ameliorate symptoms of mental illness for consumers assigned to the team. The LPC also interacts with the consumer's family members and other providers in the community as appropriate to ensure that the consumer's needs are being met. May perform functional assessments of consumer strengths, needs and resources to determine appropriate teaching/learning expectations and to analyze mastery of skills.

EDUCATION AND EXPERIENCE:

LPC (fully licensed in Texas); Masters degree in Social Services, with 1 to 3 years of experience working in community mental health desired. Basic knowledge of diagnostic characteristics, symptomology of primary mental illness and knowledge of medications, side effects and benefits to provide services in a person-centered, supportive, community-based environment. Experience working in Forensics or working with juvenile population strongly preferred.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Licensed Vocational Nurse – DDC – Wilmer, TX

Supervised By: Nurse Manager
Salary: \$16.34+ depending upon skills/education/experience
bilingual stipend available
Posting Date: 04/30/12

GENERAL DESCRIPTION:

The Licensed Vocational Nurse (LVN) will provide physician/Prescriber extender services, including, coordination of lab results, and obtaining authorizations for ordered medications. The LVN will administer medications per physician order and perform venipuncture , and obtain vital signs per physician order.

EDUCATION AND EXPERIENCE:

Graduate of an accredited school of vocational nursing and licensed in the State of Texas with 0 to 1 year of experience.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

MAINTENANCE ASSOCIATE

Supervised By: Maintenance Supervisor
Salary: \$10.50+ depending upon skills/education/experience
bilingual stipend available
Posting Date: 02/12/2012

GENERAL DESCRIPTION:

Performs entry-level maintenance and repair work on facilities and equipment. Work involves tasks in light maintenance and painting of buildings, utility systems, stationary and motorized equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (Other duties may be assigned.)

- Performs simple maintenance and repair work
- Performs preparation, painting, finishing, and maintenance of a wide variety of interior and exterior surfaces
- Performs simple electrical, plumbing, HVAC, and carpentry work
- Performs simple preventative maintenance of equipment and facilities to ensure proper operation
- Purchases parts and supplies as needed
- Keeps and prepares work orders as needed
- Documents proper usage of time and equipment

EDUCATION AND EXPERIENCE:

- High School Diploma or GED required. Training or experience in proper painting and surface preparation techniques preferred. Involved some driving between sites.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Medical Records

Supervised By: Business Office Coordinator
Salary: \$8.65 -\$10.57 per hour. Depending Upon Skills/Education/Experience
Posting Date: February 24, 2012

General Description:

The Medical Records Specialist is cross-trained on all of the following functions: PsychConsult, Chart Assembly, Loose Filing, Release of Information functions, Chart closure and discharge, ordering forms and supplies for the records department, Chart audits, Communicating via E-mail, Pulling and filing requested charts, Sending and distributing faxed information, other general office duties occurring in the medical records area. This individual must be able to assess and prioritize needs, follow through on assignments and function well under deadline restraints.

EDUCATION and EXPERIENCE:

High School/GED graduate with 3 years experience in a general office and/or medical records setting. Technical school/training may substitute for work experience. Demonstrated computer and communication skills.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Medication Aide – DDC – Wilmer, TX

Supervised By: RN Manager
Salary: \$11.53+ per hour - depending upon Skills/Education/Experience
bilingual stipend available if pass internal testing criteria
Posting Date: October 24, 2011

GENERAL DESCRIPTION:

The Medication Aide provides support to the medical staff and other employees as needed. Medication Aide performs many administrative duties and basic clinical duties. These duties include but are not limited to answering telephones, greeting clients, and arranging for laboratory services. Assistance with clinical duties may include but not limited to monitoring client self administration of medication, auditing medication counts, obtaining vital signs, scheduling clients for psychiatric and physical medicine appointments, assistance with appointment paperwork, and transportation of client to medical appointments as needed.

EDUCATION AND EXPERIENCE:

High school/GED with two years experience in MH/MR or human services. Graduate of a formal program in medical assisting accredited by either the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES). Transcript should document training in phlebotomy and performance of electrocardiograms. Medication Aide certification required.

Certification through The American Association of Medical Assistants or registration through the American Medical Technologists is strongly encouraged and preferred.

SHIFTS AVAILABLE VARIES:

Days 7a – 3p
Weekends 7a – 7p and 7p – 7a
Evenings 3p – 11p
Nights 11p – 7a

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Mental Health Technician (Wilmer, TX) – Mental Health Services

Supervised By: RN Manager
Salary: \$ 11.00/hour (off-shift differentials available)
Posting Date: October 18, 2011
Shifts: Days, Evenings, Overnight and Weekends

GENERAL DESCRIPTION:

Serves as part of the interdisciplinary team in identifying and addressing needs of the consumers at this inpatient facility in Wilmer, TX. Provides guidance regarding life skills and practical application of all training received. To include, but not limited to consumer daily living skills, problem solving, anger management, symptom support and utilizing resources.

EDUCATION AND EXPERIENCE:

High School diploma, GED; or demonstrated minimum competency in reading and math. Experience working for/with persons with mental health disabilities.

SHIFTS AVAILABLE VARIES:

Days 7a – 3p
Weekends 7a – 7p and 7p – 7a
Evenings 3p – 11p
Nights 11p – 7a

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are “community-based,” in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center’s risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Occupational Therapist / Occupational Therapist, Registered

Supervised By: Program Manager
Salary: \$88,000- \$106,000 depending upon Skills/Education/Experience;
bilingual stipend available.
Posting Date: ongoing

GENERAL DESCRIPTION:

Provide services to infants and toddler up to age 3 who have; or are at risk for, developing an illness, injury, disease, disorder, condition, impairment, disability, activity limitation, or participation restriction. The Occupational Therapist addresses the physical, cognitive, psychosocial, sensory, and other aspects of performance in a variety of contexts to support engagement in everyday life activities that affect health, wellbeing, and quality of life. Participates as a critical member of an inter-disciplinary team.

EDUCATION AND EXPERIENCE:

OT or OTR currently licensed in Texas. Bilingual (Spanish) strongly preferred.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Psychiatrist (Adult)

Supervised By: Medical Director
Salary: \$175,000 + - depending upon board certifications
Bonus: \$25K Sign-on bonus paid out over 36 months
Not available to recruiting agency referrals
Posting Date: Ongoing

GENERAL DESCRIPTION:

Currently seeking a Psychiatrist with a desire to work in community health in our adult outpatient clinic. The Psychiatrist will provide psychiatric assessments, medication management and continuity of care for adults in an outpatient clinic. This position has the potential of a career path leading into a Medical Director's position.

EDUCATION AND EXPERIENCE:

M.D. or D.O. with experience in community mental health and crisis intervention. Bilingual or sign language is a plus. Medical licensure in Texas and Board Certified/Eligible. Must have supervisory and computer software experience.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Psychologist, Associate

Supervised By: Program Manager
Salary: \$45,000 and up depending upon Skills/Education/Experience;
bilingual stipend available.
Posting Date: March 26, 2012

GENERAL DESCRIPTION:

Provides services and assists with BPS consumers needing psychological services so that their learning experiences are optimized. Performs professional psychological work in assessments and counseling for consumers under the supervision of a Licensed Psychologist.

EDUCATION AND EXPERIENCE:

Master's degree in Psychology. One year of successfully supervised experience in providing services, assessment and counseling. Experience working with children a plus. Bilingual preferred.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Physical Therapist

Supervised By: Program Manager
Salary: \$88,000- \$106,000 depending upon Skills/Education/Experience
bilingual stipend available.
Posting Date: November 4, 2011

GENERAL DESCRIPTION:

Provide services to infants and toddler up to age 3 who have; or are at risk for, developing an illness, injury, disease, disorder, condition, impairment, disability, activity limitation, or participation restriction. The Physical Therapist addresses the physical, cognitive, psychosocial, sensory, and other aspects of performance in a variety of contexts to support engagement in everyday life activities that affect health, wellbeing, and quality of life. Participates as a critical member of an inter-disciplinary team.

EDUCATION AND EXPERIENCE:

PT currently licensed in Texas. Bilingual (Spanish) strongly preferred.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Qualified Mental Health Professional

Supervised By: Clinic Manager
Salary: \$13.46 per hour + - depending upon Skills/Education/Experience – bilingual stipend available if pass internal testing criteria
Posting Date: Ongoing

GENERAL DESCRIPTION:

The QMHP delivers services in compliance with regulations and standards of BHO, MCO, and the policies and procedures of Metrocare Services in order to facilitate the enhancement of individual consumer functioning in the least restrictive environment. May require 24-hour on call coverage, must have own transportation, in-county travel required.

EDUCATION AND EXPERIENCE:

Bachelors Degree from an accredited college or university with a minimum number of hours that is equivalent to a major from an accredited college or university in 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; or (B) is a registered nurse. Must possess a valid drivers' license for community-based positions. Computer, data entry skills required.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Registered Nurse

Supervised By: Medical Director
SALARY: \$48,000 - \$58,000 - depending upon Skills/Education/Experience – bilingual stipend available
Posting Date: 01/16/12

PURPOSE OF THE JOB:

The Registered Nurse will conduct nursing assessments, particularly psychiatric assessments and assessment of consumer's medication management. The RN will provide physician extender services, including triage, AIMS, coordination of lab results, and obtaining authorizations for ordered medications.

EDUCATION AND EXPERIENCE:

Associates' or Bachelor's degree in nursing and currently licensed as a Registered Nurse in the State of Texas.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Service Coordinator

Supervised By: Team Leader - GRA or HCS
Salary: \$ 16.82/hour (\$35,000 annualized)
Posting Date: Ongoing

GENERAL DESCRIPTION:

The Individual Service Coordinator (ISC) is responsible for monitoring and managing the GRA functions according to established policies and procedures, authorization of MR/RC Assessments, ICAP Assessment, Person Directed Plan, authorization of Individual Plan of Care, Provider Choice, field based monitoring of services, and Consumer Satisfaction.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university with a major in the human services or related field with one year of full-time experience working in the field of mental retardation or other developmental disabilities desired. Must possess a valid drivers' license and have reliable transportation to make community visits.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Speech Language Pathologist (Fully Licensed Only)

Supervised By: Program Manager
Salary: Tier 1:
Fulltime or fractional FTE (direct service 60%) \$110,000 - \$120,000
Tier 2:
PRN (based on billable hours) \$ 80/hour
Posting Date: September 13, 2011

GENERAL DESCRIPTION:

Participates on the interdisciplinary team by providing the developmental focus. Provides assessment of cognitive, self-help, and communication. Participates as an active member of the team for development of the Individualized Family Service Plan. Performs evaluations, service coordination, individual therapy, training and referral, and follow up. Must have reliable transportation and valid TX driver's license.

EDUCATION AND EXPERIENCE:

Masters degree in Speech Pathology and Texas License Certification – CCC, SLP. Bilingual (Spanish) strongly preferred. Minimum of one year experience in performance of treatment and assistive technology with 0 – 3 population.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Speech Language Pathologist (CCC or CFY)

Supervised By: Program Manager
Salary: \$68000 - \$78,000 (Clinical Fellowship Year)
\$110,000 depending upon Skills/Education/Experience;
bilingual stipend available.
Posting Date: September 6, 2011

GENERAL DESCRIPTION:

Participates on the interdisciplinary team by providing the developmental focus. Provides assessment of cognitive, self-help, and communication. Participates as an active member of the team for development of the Individualized Family Service Plan. Performs evaluations, service coordination, individual therapy, training and referral, and follow up. Must have reliable transportation and valid TX driver's license.

EDUCATION AND EXPERIENCE:

Masters degree in Speech Pathology and Texas License Certification – CCC, SLP. Bilingual (Spanish) strongly preferred. Minimum of one year experience in performance of treatment and assistive technology with 0 – 3 population.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.



May 7, 2012

Technical Support

Supervised By: Technical Support
Salary: \$8.65 - \$10.50 hour – depending on knowledge, skills, experience
Bilingual stipend available
Posting Date: February 21, 2011

GENERAL DESCRIPTION:

The primary purpose of this job is to perform administrative and clerical support to assigned business unit inclusive of front office management, switchboard, medical records, customer service and other duties as required.

EDUCATION AND EXPERIENCE:

High School diploma, GED; or demonstrated minimum competency in reading and math; plus experience working for/with developmental/intellectual disabilities desired. Experience working with computer software, answering customer service calls and excellent attendance.

****NOTICE ON POSITIONS THAT REQUIRE TRAVEL TO/FROM VARIOUS WORKSITES****

Positions that are "community-based," in whole or part, require the incumbent to travel between various worksites within his/her workday/workweek. The incumbent is required to have reliable transportation that can facilitate this requirement. The incumbent is further required to meet the criteria for insurability by the Center's risk management facilitator; and produce proof of minimal auto liability coverage when applicable. Failure to meet these terms may result in disciplinary action up to and including termination of employment, contract or other status with Metrocare.

Note: Metrocare does not generally accept applications or resumes for positions that are not currently posted. Applicants must express an interest in a specific opening type and meet the minimum expectations for the job to be considered for employment (or placement). Salaries listed are at an annualized full-time rate unless otherwise noted.