



HUMAN RESOURCES DEPARTMENT
 Attn: Cynthia Fuerte, PHR
 (956) 289-7071 / (956) 289-7209 FAX
www.ttbh.org [www.cfuerte@ttbh.org](mailto:cfuerte@ttbh.org)
 TTY (800)735-2989 or TDD (800)735-2988
 AN EQUAL OPPORTUNITY EMPLOYER

POSITION TITLE POSITION # & MONTHLY SALARY	DEPT., LOCATION & SHIFT	QUALIFICATIONS (REQUIRED EDUCATION & EXPERIENCE)	GENERAL DESCRIPTION
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May 9, 2012 - Amended

<p>Program Specialist</p>			
<p>MCOT Brownsville: #2681-1896 TCOOMI Cameron/Hidalgo: #2682-1433 Adult MH Services Harlingen: #2738 -1655 Essential Services Edinburg: #2795-1293, #2819-1796 Youth & Family Services Edinburg: #2802-1784 McAllen ISD: #2761-1726</p>			
<p>Qualifications: Master’s degree in Social, Behavioral or Human Services plus State of Texas Licensure as LPC, LCSW, LMFT, if PhD—must have applicable license. Bilingual (English-Spanish) required and/or preferred depending on department/location.</p>			
<p>General Description: Y&F & TCOOMMI & Essential Services: Provides intake diagnosis, administer CBT counseling by conducting individual and/or family sessions, case management, and Psycho Education in accordance with the Children & Adolescent Texas Recommended Authorization Guidelines (C/A TRAG) as present in the Resiliency & Disease Management (R&DM) approach. To authorize service packages for C/A TRAG recommendations. MCOT&AMH Services: Provides Cognitive Behavioral Therapy by conducting individual, family and/or group sessions. Responsible for conducting Intake and Crisis Screening activities, inclusive of diagnosing/determining eligibility for mental health services. Reviews treatment plans/completes Intakes, Screenings, and Assessments. Documents medical necessity according to the Texas Recommended Authorization Guidelines.</p>			
<p>Starting Salary: \$52,773 DOEE</p>			



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May 9, 2012 - Amended

<p>Program Specialist (Utilization Care Manager)</p> <p>State Inpatient Contract Harlingen: #2823-1934, #2824-1935</p> <p>Qualifications: Master’s degree in Social, Behavioral or Human Services plus State of Texas Licensure as LPC, LCSW, LMFT, if PhD—must have applicable license. Bilingual (English-Spanish) required and/or preferred depending on department/location.</p> <p>General Description: Consistent coordination with Contract Providers regarding discharge of clients from State Inpatient Contract. Attends treatment staffing/reviews to ensure that services are not over/under-utilized and provides consultation to providers to coordinate ongoing treatment, transfer or discharge planning. Ensures provider adherence to level of care criteria/guidelines. Ensuring continuity for clients is secured to include but not limited to; discharge follow-up contact, Dr. appointments, Intake appointments, receiving/dissemination of d/c packets, and coordination of medication scripts with QoL etc. Utilization Management logging and monitoring of expenditures and populations to ensure contract targets are being met via entering and tracking of various hospital length of stays through assignments. Documents all relevant information in an accurate, legible and timely manner into the Center’s database. Medicaid Program Planning and Medicaid Policy-Making authority. Participates in regular scheduled meetings. Based on guidelines, standards and protocol, clinical judgment must be objective in order to determine the most appropriate level, amount, frequency and duration of services for clients.</p> <p>Starting Salary: \$52,773 DOEE</p>			
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May 9, 2012 - Amended

<p>Care Manager</p> <p>HealthSpring MH Managed Care Service Center Off-Site, HealthSpring McAllen Office:</p> <p>Qualifications: Licensed Practitioner of the Healing Arts (LPHA) LPC, LCSW, LMFT or PhD with applicable license. One (1) year experience with STAR+PLUS, the aged, blind or disabled, or special needs population; working with behavioral health and community resource organizations; and handling confidential information with care management software applications. Bilingual (English-Spanish) required. Location is Off-Site, at HealthSpring McAllen Office.</p> <p>General Description: Work telephonically with HealthSpring members and the representatives and providers involved in their care. Coordinate the services necessary to reduce preventable hospitalizations and help members remain community dwelling. Conduct structured assessments, update and maintain individualized person-centered plans, and ensure that authorized services are appropriate and delivered as promised. Act as a liaison between the member, behavioral health providers, community-based resources, and health care providers and institutions. Understand, support, and promote the mission statement, objectives, and procedures of Tropical Texas Behavioral Health (TTBH) and the HealthSpring care management program. Infrequently, and as assigned by HealthSpring, the Care Manager may be required to provide services face to face in the member's home.</p> <p>Starting Salary: \$52,773 DOEE</p>
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May 9, 2012 - Amended

<p>Planning & Evaluation Specialist</p> <p>Quality Assurance Edinburg: #2772-1512</p> <p>Qualifications: Graduate from an accredited college or university with a major in business, journalism, English, advertising, public relations, communications, a behavioral science or other related field. Strong technical writing, organizational & research skills required. Must be proficient with Microsoft Office products. Preferred qualifications include work experience in a non-profit or governmental agency, experience with multiple funding types and funding processes. Successful grant writing experience highly preferred. Experience with media/community relations. Bilingual (English/Spanish) speaking.</p> <p>General Description: Performs moderately complex consultative and technical work in the planning, development and implementation of agency programming. Work involves providing consultative and technical services to agency program staff, other governmental agencies, community organizations, and the general public. Works closely with the Operations Manager to prepare new grant proposals and with program and quality assurance staff to ensure monitoring, data gathering, and reporting systems are established for grants awarded. Position will also prepare media releases, presentations and special projects as assigned, and will be involved with community relations activities.</p> <p>Starting Salary: \$33,280 DOEE</p>			
<p>Case Manager</p> <p>Assertive Community Treatment (ACT) Edinburg: #2576-1288, #2797-1230 Cameron Co: #2787-1232</p> <p>Qualifications: Bachelor's degree with a major in Social, Behavioral, or Human Services. Bilingual (English-Spanish) required and/or preferred depending on department/location.</p> <p>General Description: Responsible for providing Rehabilitative services to assigned clients with a mental health target population diagnosis or a Co-occurring Psychiatric & Substance Use Disorder (COPSD). Valid Texas Driver's License and must maintain a safe driving record to ensure continued coverage under the center's insurance carrier</p> <p>Starting Salary: \$30,497 DOEE</p>			



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<p>Case Manager</p> <p>Youth & Family Services - *Home Based *Brownsville: #2695-540, #2767-1574, #2792-1776, #2821-1554, #2820-1775, #2818-1835 Harlingen: #2814-1863 Edinburg: #2796-1706, #2806-1788, #2810-1789, #2811-1831</p> <p>Qualifications: Bachelor's degree with a major in Social, Behavioral, or Human Services. Bilingual (English-Spanish) required and/or preferred depending on department/location. *Home Based: Will work from a remote location (home based) after the initial six months of employment. General Description: Conducts Routine and crisis screenings to determine need for psychiatric in-patient hospitalization, admissions to Center services, assists in the crisis prevention and management by locating and coordinating services and supports. Provides and administers Skills Training by conducting individual and family sessions in accordance to the Children & Adolescent Texas Recommended Authorization Guidelines (C/A TRAG). Valid Texas Driver's License and must maintain a safe driving record to ensure continued coverage under the center's insurance carrier.</p> <p>Starting Salary: \$30,046 DOEE</p>			
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<p>Case Manager</p> <p>Adult MH Services Brownsville: #2709-1813, #2754-1528 Edinburg: #2809-1623, #2815-912</p> <p>Qualifications: Bachelor's degree with a major in Social, Behavioral, or Human Services. Bilingual (English-Spanish) required and/or preferred depending on department/location. General Description: Responsible for authorizing services, oversight of services and evaluating the effectiveness of authorized services. Provides psychosocial rehabilitation to clients authorized for such services. Valid Texas Driver's License and must maintain a safe driving record to ensure continued coverage under the center's insurance carrier.</p> <p>Starting Salary: \$30,046 DOEE</p>			
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<p>Administrative Assistant</p> <p>Adult MH Weslaco: #2822-4</p> <p>Qualifications: High School graduate or G.E.D. plus two (2) years of experience in the clerical field. Must possess advanced clerical skills, which include familiarity of complex spread sheets, flow charts, publisher, copy machine, fax machine, answering phones, including multi-line switchboard, typing and filing. Ability to reconcile department expenditures. Able to deal with the public/co-workers in a pleasant and effective manner. Ability to multi-task and prioritize tasks. Certificate in Medical Office Specialist or Business Office Specialist preferred.</p> <p>General Description: Will perform complex administrative clerical work, requiring the use of general clerical skills gained through experience or formal training; answering phones, faxing, copying, utilize Anasazi Systems/Microsoft Windows '98/Excel/Access. Will provide administrative support to the Weslaco Outpatient and will work under the immediate supervision of the MH Adult Essential Services Supervisor. Bilingual preferred.</p> <p>Starting Salary: \$21,272 DOE</p>			
<p>Clerk</p> <p>UM/State Inpatient Contract Harlingen: #2827-1939</p> <p>Qualifications: High school graduate or GED, plus one (1) year experience in the clerical field. Must possess general clerical skills, which include, ability to operate a computer/programs, copy machine, fax machine, answering phones, Able to deal with the public/co-workers in a pleasant and effective manner. Knowledge of Microsoft Windows '98/Excel/Access.</p> <p>General Description: Will perform general clerical skills gained through experience or formal training; will be opening / closing hospital admission assignments in Anasazi, will review / enter information into CARE, will monitor daily census reports, will be in constant communication with hospitals via phone to assist in coordinating discharge appointments, will scan discharge information packets into ATP, will assist in the monitoring of bed/day monetary utilization. Must maintain a safe driving record to ensure continued coverage under the Center's insurance carrier.</p> <p>Starting Salary: \$18,456 DOE</p>			



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<p>Clerk (Managed Care)</p> <p>Med Clinic Edinburg: #2774-1160, #2826-1916</p> <p>Qualifications: High School Graduate or GED, plus one (1) year of work experience in an area related to duties of the position. Insurance verification experience preferred.</p> <p>General Description: Work involves verifying authorizations for service via CHIP and Managed Care Plans; preparing reports, forms and documents; maintaining files; completing data entry; conducting phone calls with insurance agencies as well as clients. Ensures the expeditious submission of pre-authorization requests.</p> <p>Starting Salary: \$18,456 DOE</p>			
<p>Clerk (Trust Fund)</p> <p>Fiscal Edinburg: #2816-585</p> <p>Qualifications: High School graduate or G.E.D with two (2) years of experience in the clerical field. Must possess general clerical skills, which may include: ability to operate a computer/programs, copy machine, fax machine, answering phones, typing and filing. Able to deal with the public/co-workers in a pleasant and effective manner. Experience with processing Accounts Payable.</p> <p>General Description: Will perform clerical work in area such as bookkeeping and accounting as it pertains to Accounts Payable. Work involves checking documents for accuracy; classifying, coding, posting; handling and transporting documents; and maintaining files. Responsible for the processing of Accounts Payable in an automated environment. Prepares spreadsheets.</p> <p>Starting Salary: \$18,456 DOE</p>			



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<p>Clerk (Financial Demographic Worker)</p> <p>AMH Services Brownsville: #2701-1480</p> <p>Qualifications: High School Graduate or GED, plus one (1) year of work experience in an area related to duties of the position.</p> <p>General Description: Prepares reports, forms, and documents and maintains files. Ensures Community Services Financial Statement and Client Demographic forms are accurate and current; completes Benefits Eligibility Screening referrals daily.</p> <p>Starting Salary: \$18,456 DOE</p>			
<p>Clerk (CNA and/or MA)</p> <p>Medication Clinic Harlingen: #2825-1657</p> <p>Qualifications: High School Graduate or GED with a license to practice as a Certified Nurse's Aide or Medical Assistant in the State of Texas plus one (1) year experience in the clinical setting preferred.</p> <p>General Description: To perform technical nursing duties and provides direct assistance to the Y&F and Adult Med Clinic Nurses and Clinicians (MD/APN), under the supervision of the MH Service Center Manager and Med Clinic Supervisor. This may require being reassigned to other Med Clinics whenever needed. The position includes performing a variety of patient care activities including but not limited to; obtaining and recording of vital signs, preparing medical record forms needed by the Clinicians in their day to day activities, data entry, ensuring that request for services and diagnostic forms are up to date and to notify appropriate staff whenever necessary, and other Med Clinic related activities.</p> <p>Starting Salary: \$18,456 DOE</p>			



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<p>Therapist Technician</p> <p>ICF-MR Residential Services Edinburg: #2771-909, #2789-747, #2812-422</p> <p>Qualifications: High School Graduate or GED plus eighteen months to two years experience assisting in therapeutic activities. (Related course work may substitute for experience.) Successful completion of a therapist technician training may substitute for six months experience.</p> <p>General Description: Provides independent living skills training to clients with Intellectual and Developmental Disabilities; Implanting individualized planned programs, therapeutic group activities, providing supervision and direct care to group home clients (at home, out in the community and at worksites), provides supervision to administration of medication and transportation as necessary. Valid Texas Driver's License and must maintain a safe driving record to ensure continued coverage under the center's insurance carrier.</p> <p>Starting Salary: \$18,456 DOE (Agility Test required)</p>			
<p>Peer Provider</p> <p>ACT Cameron County : #2557-1710 Edinburg: #2469-1709</p> <p>Adult MH Services Brownsville: #2788-1925</p> <p>Qualifications: High School Graduate or GED. Must have at least one cumulative year of receiving mental health services from or through the Texas law. Must have valid Texas Driver's License.</p> <p>General Description: Facilitates Consumer-to-Consumer and Videotape Discussion Groups to clients served at Tropical Texas Behavioral Health. Conducts Discussion Groups to Cameron County ACT clients, to include Service Center sites in Harlingen and Brownsville. Works under moderate supervision with latitude for the use of initiative and independent judgment.</p> <p>Part-time \$10.00 hour</p>			



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May 9, 2012 - Amended

<p>Family Partner</p> <p>Youth & Family Harlingen: #2808-1759</p> <p>Qualifications: High School diploma or GED. Being a parent of an emotionally disturbed youth or an adult child. Must have valid Texas Driver's License.</p> <p>General Description: Implements family support services for emotionally disturbed children and adolescents. Provides support, information, referral, follow-up, and technical assistance to families and general consultation to staff on children and youth. Develops and maintains data collection system indicating the number of referrals, resources/services, unmet needs of families, and barriers to obtaining services for all interested parties.</p> <p>Salary \$10.00 hour</p>			
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All positions open until filled.
 Not all applicants will be granted an interview.
 Bilingual (English/Spanish) required and/or preferred depending on positions.
 Must be able to drive or provide transportation if required by the position.
 Must be able to pass criminal history and FBI finger print clearance.
 All four-year degrees or higher must be obtained from an accredited college or university.
 DRUG TEST: Employment is contingent on the results of a drug screening test.
 AGILITY TEST: On identified positions, employment is contingent on the results of physical agility test.
 TB TEST: Top Applicant must provide verification of having received a TB skin test within the past 12 months.