

TEXAS BOARD OF NURSING JOB VACANCY ANNOUNCEMENT

To apply, complete a State of Texas Application at WorkinTexas.com

| | | | |
|--------------------------|--|----------------|---|
| Job Title | Program Specialist 1 | Closing Date | When Filled |
| Reports To | Investigator VI | Posting Number | 21-1 |
| Salary Group | B17 \$3,081.33 to \$3,177.50 per month | Schedule | Full Time |
| Insurance Waiting Period | At least 60 days from start date | Travel | Must be willing to travel within the State of Texas |

Military Crosswalk

| | | | |
|-------------|---|---------|----------------------------------|
| Army | None | Navy | OS,YN,YNS,611X, 612X, 641X, 712X |
| Air Force | 8U000, 16GX, 60CO, 63G0, 86M0, 86P0, 88AO | Marines | None |
| Coast Guard | OS,YN,OSS | | |

General Description

Provides moderately complex case management work. Work involves monitoring compliance with individuals under Board Order. Works under general supervision, with moderate latitude for use of initiative and independent judgement.

Duties and Responsibilities

Printing and scanning each Order issued for creation of monitoring profile. Creating computerized monitoring file for each Order issued. Entering all compliance documents/data into computerized monitoring system which can include: a. courses b. fines or fees c. nursing performance evaluations d. drug screen results e. support group attendance f. therapy reports g. probation reports

Creating drug screening profile in RecoveryTrek system and updating same. Verifying and entering all Notification of Employment (NOE) forms associated with caseload into computerized monitoring system. Answering all TrekMail RecoveryTrek system pertinent to case assignment. Answering questions pertinent to the monitoring case assigned. Clearing discipline and sending clearance letters. Updating NURSYS. Clearing deferred orders after 5 years. Running reports to determine possible noncompliance issues. Sending letters, by certified mail, to Respondents informing them of past due forms/fees. Filing. Running macro for new forms to be printed and mailed to Respondents. Informing Compliance Supervisor of needed noncompliance cases to be opened to an investigator. Exceptions to include hearing before Eligibility and Disciplinary Committee. Testifying at the State Office of Administrative Hearings.

Knowledge, Skills and Abilities

Ability to write and speak effectively. Knowledge of investigative methods and process. Knowledge of state statutes and rules governing the practice of professional and vocational nursing in the State of Texas. Knowledge of the Administrative Procedures and Texas Register Act. Skill in objectively presenting evidence and testimony at informal conferences and formal disciplinary hearings. Ability to apply Board policies and procedures. Skill in computer word processing. Skill in identifying measures or indicators of program performance.

Education and Experience Requirements

Graduation from an accredited four year college or university with major course work in social work or criminal justice or related field. One year of related experience may substitute for one year of college.

Environment/Physical Conditions

This position is based in our downtown office in Austin, Texas. The work for this position will be primarily performed in this downtown office location, but occasional travel may be required. Work typically takes place in an environmentally controlled office setting.

How To Apply

To apply, complete a State of Texas Application at WorkinTexas.com

The Texas Board of Nursing is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process. Veterans' and former foster youth employment preferences are granted as required by law.