



851 Old Alice Rd,
Brownsville, TX 78520
(956) 546-3141

5636 Southmost Rd Ste D,
Brownsville, TX 78520
(956) 621-3480

601 East Harrison Ave ,
Harlingen, TX 78550
(956) 423-9266

If interested in any of the positions listed below, please contact your nearest Workforce Center and consult with an Employment Service Counselor for additional information on how to apply.



<u>Job Posting Number</u>	<u>City</u>	<u>Position</u>	<u>Hourly/Salary</u>	<u>Experience/Education</u>	<u>Job Description</u>
5414845	Brownsville	GENERAL REPAIR / GROUNDS KEEPER	Pay will be discussed at time of interview.	2 yrs 0 mos and High School Diploma/GED	Performs general repairs around the facility: paints, light carpentry duties, plumbing, light electrical. Will maintain grounds, cut grass, trim edges, etc. Other duties as assigned.
6718332	Brownsville	CDL DRIVER / LOWBOY	Starts at \$12.00 / HR	2 yrs 0 mos and No Education Requirement	Safely load & secure equipment to be moved from one location to another. Maintain lowboy & keep it clean, helps when needed at jobsites. Ensures equipment arrives intact & on time to each project site. Assists supervisors & co-workers. Operates heavy equipment. Performs other duties per supervisor's discretion. Other duties assigned.
7384735	Brownsville	DELIVERY DRIVER	Pay will be discussed at time of interview.	0 yrs 0 mos and No Education Requirement	Delivers medications to senior centers, homes, & workplaces. Delivers pharmacy supplies. Secures signatures when making deliveries & reports any discrepancies to manager. Must have a current driver's license & clean driving record, will be driving a company vehicle.
5423753	Brownsville	Custodian	Starts at \$7.50 / HR	0 yrs 6 mos and No Education Requirement	Responsible for cleaning building, removing debris, & keeping areas neat & tidy. Sweeps & mops floors. Cleans bathrooms & kitchen area, empties trash receptacles, & replaces lining of trash cans.
5416484	Brownsville	Medical Office Specialist	Pay will be discussed at time of interview.	1 yrs 0 mos and 1 year college, technical or vocational school	Responsible for financial activities of all patient accounts. Posts insurance payments, adjustments & scans. Collects, works A/R including denials. Reviews mailing of patient statements, provides excellent customer service. Explains billing inquiries. Post payments that come in daily. Enters office visits & hospital charges daily & reconciles batches.



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<u>7391074</u>	Brownsville	<u>Snack Bar Attendant</u>	Starts at \$8.00 / HR	1 yrs 0 mos and No Education Requirement	Prepares food in snack bar such as nachos & hamburgers & serve drinks to customers.
<u>3104913</u>	Brownsville	<u>Gate Host</u>	Pay will be discussed at time of interview.	1 yrs 0 mos and High School Diploma/GED	Individual admission through gate with tagging & logging each non-owner vehicle. Retrieve pass & log all non-owner vehicle departures. Report all emergency vehicles entering. Keep accurate & detailed shift records. Document authorized visitors, answer phone, assist with front office duties, checking in visitors/renters, registering guests/visitors after hours, communicate turnover to next shift, familiar with emergency procedures. Understand & perform documented shift specific responsibilities. Perform other tasks as directed.
<u>6716659</u>	Brownsville	<u>Front Desk Clerk</u>	Pay will be discussed at time of interview.	0 yrs 6 mos and High School Diploma/GED	Answers inquiries. Computes bill, collects payments, & makes guest changes. Greets, registers, & assigns rooms. Issues room keys & keeps records of room availability & guests' accounts. Transmit & receive message. Contacts housekeeping or maintenance when guests report problems. Record guest comments or complaints. Advise housekeeping when rooms have been vacated & are ready for cleaning. Makes & confirms reservations.
<u>7392168</u>	Harlingen	<u>Business Services Consultant</u>	Discussed upon interview	5 years of experience and 2 years of college, technical, or vocational school	Develops business relationships with employers; assists customers in identifying tools & resources that match customers employment needs; engage employers & create employment pipelines for job seekers; & recommend employment strategies that lead to employment opportunities.



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<u>3680320</u>	Harlingen	<u>Speech Language Pathologist</u>	Discussed upon interview	1 year of experience and a Master's degree required	Will implement a progressive Speech Language Pathology program in the organization.
<u>8733648</u>	Harlingen	<u>DME Billing Clerk</u>	Discussed upon interview	1 year of experience and a High School Diploma/GED required	Assists with submission of claims to Medicare, Medicaid & private insurances. Enters Invoices, receive payment using QuickBooks point of sale software. Implement an organized filling system. Receives & responds to incoming calls. Contacts referral sources to advise of referral status, & provides clinical team who will deliver services requested. Documents & routes all calls. Identifies potential payer sources, verifies benefits with payer sources. Provide good quality customer service.
<u>7391895</u>	Harlingen	<u>Certified Medical Assistant</u>	Discussed upon interview	1 year of experience and 1 year of college, technical, or vocational school	Seeking a Full time and part-time Experienced (Certified) Medical Assistant with at least 1 year work experience with ACO's & other Managed Care Organizations. Must be well-spoken, self starter, enthusiastic, & quick learner. Must have excellent communication skills. Ability to multi task, excellent documentation skills & prior experience with electronic health record is required, preferably with Practice Partner EMR.
<u>8696805</u>	Harlingen	<u>Medical Billing Clerk</u>	Starts at \$12.00 / HR	3 Yrs of Experience 1 Yr of college, technical or vocational school	Must have lengthy medical billing exp.. Emphasis on medical billing, collections & handling of rejected /faulty claims. Exp. working in clinic setting. Answers phones; Verifies insurances eligibility /coverage etc.. Knowledge of insurance Internet portals. Checks on paid/unpaid claims. Knowledge of handling rejected claims etc.. Appeal unpaid claims.



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<u>8732863</u>	Harlingen	<u>Dietary Aide</u>	Starts at \$8.00 / HR	6 months of experience and a High School Diploma/GED required	Assists in setting up & covering desserts & meals. Pours & covers beverages. Sets up trays which includes lifting & transferring food & dishes which weigh in excess of 50 pounds. Helps serve trays to residents. Cleans tables & trays. Clean-up of work areas.
<u>3105245</u>	Harlingen	<u>Accounts Payable Clerk</u>	Discussed upon interview	1 year of experience and a High School Diploma/GED required	Perform day to day financial transactions, verifies, classifies, computes, posts accounts payable data. Issues Purchase Orders. Verifies discrepancies & resolves clients' billing issues. Answers incoming phone calls. Open & distribute mail.
<u>8732764</u>	Harlingen	<u>House Coordinator</u>	Starts at \$7.25 / HR	6 months of experience and an 8th grade education required	Will answer phones, register families, take donations, keep & conduct nightly reports. Various other duties may be assigned.
<u>3676683</u>	Harlingen	<u>Machine Operator</u>	Starts at \$9.00 / HR	1 year of experience and a High School Diploma/GED required	Must have previous manufacturing experience Must be able to work NIGHTS & WEEKENDS, OT is a must. Must have reliable transportation
<u>6722232</u>	San Benito	<u>PHC Clerk</u>	Starts at \$11.00 / HR	1 year of experience and a High School Diploma/GED required	Responsible for client & attendant data entry. Must ensure ongoing communication with everyone involved in the client's case in regards to Personal Assistance Services
<u>6718365</u>	South Padre Island	<u>RECEPTIONIST</u>	Between \$10.00 / HR and \$11.00 / HR	0 yrs 6 mos and High School Diploma/GED	Answers phones and takes messages. Greets customers. Files paperwork. Makes copies. Other duties as assigned.
<u>8728646</u>	South Padre Island	<u>COOKS</u>	Pay will be discussed at time of interview.	1 yrs 0 mos and No Education Requirement	Prepares several kinds of meals that serve to hotel customers. Meal prep of ingredients that will be used to prepare meals. Keeps kitchen areas clean at all times. Other assigned duties.