Provider
WORKINTEXAS Job Posting # 14146762
Salary: Discussed at time of Interview
Duties will include: Assisting client with daily living activities. Cooking, meal prep, cleaning, laundry, bathing, toileting and grooming. Other duties as assigned.

PHC Provider/Attendant
WORKINTEXAS Job Posting # 14147169
Salary: Discussed at time of Interview
Assist the client with daily living activities at the person's home. Duties performed at a place of residence may include keeping house (making beds, doing laundry, washing dishes) and preparing meals.

Janitor Custodian
WORKINTEXAS Job Posting # 14147879
Salary: $10.80/HR
Looking for self-motivated and responsible Janitor. Keep buildings in clean and orderly condition as required in contract requirements. Perform light & heavy cleaning duties, such as; sweeping, mopping, disinfecting restrooms/locker rooms, dusting (low & high), buffing, vacuuming, spot cleaning, light fixtures (clean & change bulbs), empty trash containers, and clean window's interior/exterior. Duties may include tending notifying management of need for repairs, and inventory.

Front Desk Office Receptionist
WORKINTEXAS Job Posting # 14148885
Salary: Discussed at time of Interview
Duties will include: Greeting patients as they come into establishment. Answering phones, directing phone calls, taking messages, faxing documents. Verifying insurance, preparing charts, entering information in data system. Other duties as assigned.
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| **Front Desk Clerk**  
WORKINTEXAS Job Posting # **14153472**  
Salary: **$7.25/HR**  

Collect co-payment and visit fee as per clinic policy.  Post payment to the system.  Refer patient to Manager for payment arrangement as per clinic policy.  Reconcile payments twice daily per policy and deposit.  Manage and Maintain provider appointment templates.  Block schedule when provider is not available.  Reappoint patients in case of provider absence/ emergency.  Maintain work area Clean and organize front desk.  Maintain Waiting room per policy.  Maintain Patient restroom per policy.  Answer and route phone calls. |

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| **Clerk Cashier**  
WORKINTEXAS Job Posting # **14165822**  
Salary: **$7.25-$9/HR**  

Greet customers. Ensure all customers receive outstanding service. Execute the daily operation, day to day goals and priorities assigned by store management. Uphold merchandising and store cleanliness standards. Notice and respond to safety issues. Be conscious of shoplifting activity. Know how to respond to shoplifters. Aid customers in locating merchandise in store. |

| **Roofer**  
WORKINTEXAS Job Posting # **14165025**  
Salary: **Discussed at time of Interview**  

Properly cut metal. Install basic metal details, gravel stops, copings and flashing. Able to install pitch pockets and vent pipe flanges. Install metal roofing seams |

| **Assistant Maintenance Technician**  
WORKINTEXAS Job Posting # **14164736**  
Salary: **Discussed at time of Interview**  

Respond to resident requests for maintenance service in a prompt and courteous manner. Repair and maintain simple electrical circuits, switches, outlets and lighting fixtures. Repair, install and maintain basic plumbing fixtures such as water heaters, lavatories, toilets, dishwashers. Basic Appliance Troubleshooting and Repair. Repair and maintain building exteriors. Repair and painting of vacant units. Perform emergency repairs. |

| **Make-Ready Technician**  
WORKINTEXAS Job Posting # **14164747**  
Salary: **Discussed at time of Interview**  

Replace or repair windows, latches, screens, hinges, sliding glass doors, shelves, baseboards, mirrors. Check appliances and inform Maintenance Supervisor of problems. Assist in changing or removing appliances from apartment. Make keys. Check faucets and sink plugs and repair/replace as necessary. Responsible for sheetrock and painting. |
### HARLINGEN

**Apartment Maintenance**  
**WORKINTEXAS Job Posting # 14164155**  
**Salary: Discussed at time of Interview**

Inspect vacated apartments and complete make-ready checklist. Inform Manager and Maintenance Supervisor of needed services and repairs. Routinely perform the following duties in order to restore apartment to “market ready” status.

### LA FERIA

**Sales Marketing Representative (SMR)**  
**WORKINTEXAS Job Posting # 6745094**  
**Salary: Discussed at time of Interview**

Promote and sell franchise services in assigned territory, which results in meeting or exceeding assigned sales goals. Grow and develop customer base by utilizing a systematic process to identify new prospects and to routinely contact and follow up with customers. Conduct repetitive contact calls to build relationships and educate the customer on why SERVPRO is the best cleaning and restoration company. Utilize the quarterly Marketing Media Kit to market SERVPRO services and to sell the benefits. Provide and communicate clear and accurate pretesting, scoping of services, and job estimates. Monitor and follow-up on all assigned jobs ensuring that customer needs are met. Must be knowledgeable on proper use and creating social media accounts. Must be able to manage time and create sales routes. Must be able to present in front of large groups.

**Secretary Office Clerk**  
**WORKINTEXAS Job Posting # 14084889**  
**Salary: Discussed at time of Interview**

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers. People skills. Opportunity to grow in the industry Entry level. Will be trained. Phone etiquette. Answering phones. Bilingual-English/Spanish preferred.

**Production Technician**  
**WORKINTEXAS Job Posting # 14071639**  
**Salary: Based on Experienced**

Clean and maintain vehicles, equipment, warehouse, and office area as needed. Assess vehicle inventory needs and loads van with equipment, product, and supplies need for jobs. Set up staging area and equipment for each job. Prepare areas for cleaning process. Perform end-of-job/end-of-day cleanup and breakdown. Leave job site with a clean and orderly appearance.
**Welder**  
WORKINTEXAS Job Posting # **14032831**  
Salary: Based on Experienced

Determine the appropriate welding equipment or method based on requirements. Set up components for welding according to specifications. Experience with plasma machine is preferred. Maintain equipment in a condition that does not compromise safety.

**Team Members**  
WORKINTEXAS Job Posting # **14092748**  
Salary: Based on Experienced

Cashiers are responsible for working the cash register and interacting with customers to collect payments and provide change and a receipt for a customer’s purchase. Additional duties may include be included such as cleaning and keeping areas clean. Performs other duties as assigned.

**Shift Supervisor**  
WORKINTEXAS Job Posting # **14160937**  
Salary: Based on Experience

Our Shift Supervisor provides leadership and supervision of the Direct Care Staff, which includes development and performance management of their direct reports, scheduling and participating in the recruiting process. Through effective leadership you serve as an advisor and a positive role model to develop, motivate and guide Team Members and youth toward the successful accomplishment of established program goals and objectives.

**Direct Care Staff**  
WORKINTEXAS Job Posting # **14160939**  
Salary: Depends on Experience

Our Direct Care Staff Team Member is responsible for directing and safely supervising the youth in our care. Providing guidance in behavior choices by teaching social, self-help, academic and living skills. This is a great role for someone who values safety, leadership and personal growth.

**Case Manager**  
WORKINTEXAS Job Posting # **14160943**  
Salary: Depends on Experience

The role of the Case Manager is to oversee the service planning and transitional process for youth entering and exiting the program. Perform the duties of the role while providing a safe and successful learning environment for youth and encouraging social and emotional development through the achievement of academic and personal goals.
## LOS FRESNOS

**Clinical Counselor**  
**WORKINTEXAS Job Posting # 14163830**  
**Salary: Depends on Experience**

The Clinical Counselor is responsible for providing the clinical counseling services to an assigned caseload at an on-site children's residential facility. Functions as the liaison with other Clinical Counselors and Case Management and any other onsite vendors. This position is responsible for ensuring contractual requirements and client expectations are met at the on-site residential facility. Reports to the Lead Licensed Clinical Counselor.

**Director of Operations**  
**WORKINTEXAS Job Posting # 14161134**  
**Salary: Based on Experience**

The role of the Director of Operations is to assist in the management in the day-to-day operations of the program. Assist the Executive Director in determining the operational objectives that best support the Program's mission and long-range goals. Organize and maximize all available Program and community resources while ensuring the best utilization of people to meet established program outcomes.

## PORT ISABEL

**Packer**  
**WORKINTEXAS Job Posting # 14155830**  
**Salary: $8/HR**

The Packer is responsible for cleaning shipping containers, labeling items and packing items into the shipping containers. To be successful as a Packer you must have attention to detail and the ability to organize items. A good Packer is efficient and careful not to damage items.

**Grill Cook**  
**WORKINTEXAS Job Posting # 14159687**  
**Salary: Depends on Experience**

Take orders from customers and cook foods requiring short preparation times, according to customer requirements. Grilled and garnished hamburgers or French fried potatoes. Performed food preparation tasks. Planned work on orders so that items served together are finished at the same time. Performed general cleaning activities in kitchen and dining areas.
PORT ISABEL

Provider
WORKINTEXAS Job Posting # 14167406
Salary: Depends on Experience

Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

Sales Associate
WORKINTEXAS Job Posting # 14166640
Salary: Depends on Experience

This position is responsible for supporting the sales efforts at a Sherwin-Williams paint store, servicing wholesale and retail customers. It will assist customers in person and over the phone by determining needs and presenting appropriate products and services. This involves ensuring that sales transactions are completed accurately, maintaining accurate work order files and formulas, pulling appropriate products from the sales floor or warehouse, and tinting and mixing them to customer specifications. This position will also stock shelves and set up displays, clean store equipment, and load and unload trucks. It may also assist in making deliveries if necessary.

Glazier
WORKINTEXAS Job Posting # 14072491
Salary: Depends on Experience

Glaziers are professional artisans who specialize in working with glass. They are mainly responsible for cutting, measuring, and installing glass or mirrors in window frames, skylights, display cases, showers, bathtubs, solariums, and other structures. Will also be installing commercial aluminum.

SAN BENITO

Office Clerk
WORKINTEXAS Job Posting # 14135518
Salary: Discussed at time of Interview

Perform duties too varied and diverse to be classified in any specific office clerical occupation, requiring knowledge of office systems and procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of answering telephones, bookkeeping, typing or word processing, stenography, office machine operation, and filing.
SAN BENITO

**Diesel Mechanic I/Supervisor**  
WORKINTEXAS Job Posting # 14124361  
Salary: $10-$16/HR

This position performs major and difficult diagnostics and repairs in a timely manner; ensuring quality, time standard, cost guidelines and reliability goals are met. Diesel mechanics work on assignments requiring considerable judgment while supervising/mentoring Diesel Mechanics and Mechanic Helpers on a daily basis.

**Pharmacy Technician**  
WORKINTEXAS Job Posting # 14058035  
Salary: Based on experience

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications according to prescription orders.

**Administrative Assistant**  
WORKINTEXAS Job Posting # 14133557  
Salary: Based on experience

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

**Personal Lines CSR Agent**  
WORKINTEXAS Job Posting # 14059801  
Salary: Based on experience

Meet or exceed monthly policy sales targets. Ability to cross sells insurance related products. Ability to overcome sales objections and close over the phone. Day to day servicing, client relationship management. Managing established book of business. Accurately record all required information in the agency management system. Marketing with Insurance companies. Ability to multitask in a fast-paced environment. Contribute ideas for making our company profitable.

SOUTH PADRE ISLAND

**Front Desk Clerk**  
WORKINTEXAS Job Posting # 14073705  
Salary: Discussed at time of Interview

Responsible for handling front office reception and administration duties, including greeting guests and offering them a beverage, answering phones, handling company inquiries, and sorting and distributing mail. Mail also schedule meetings and travel for executives.
HVAC Service Technician  
**WORKINTEXAS Job Posting # 14100982**  
**Salary: Discussed at time of Interview**

Employer is accepting applications to fill an HVAC Service Technician position. Applicants must have at least 3 years of experience. Applicants will be required to repair or replace defective equipment, components, or wiring and reassembling and testing equipment following repairs. Must be able to inspect and test systems to verify system compliance with plans and specifications and to detect and locate malfunctions. Must be ACR registered and have EPA certification in order to be considered and be willing to submit to a criminal background check. Must be TDLR (Texas Department Licensing and Regulation) certified. Must be HVAC certified.

Maintenance: Shoreline  
**WORKINTEXAS Job Posting # 13932458**  
**Salary: Discussed at time of Interview**

This position performs a variety of semi-skilled maintenance for the Shoreline (Beach) department. All work is performed in outside conditions under the close supervision of Foreman or designee.

Litter Enforcement Officer  
**WORKINTEXAS Job Posting # 14123366**  
**Salary: $10/HR**

Performs all duties and responsibilities regarding the Anti-Litter Beach Program to ensure compliance with laws related to littering and glass on the public beach within the City limits. Enforces all City and State Ordinances on the beach and assists in Anti-Litter and Code Enforcement. Employees must be over twenty-one years of age to perform this job.

Busser/Dishwasher  
**WORKINTEXAS Job Posting # 14105796**  
**Salary: Discussed at time of Interview**

Busser / Dishwasher - Clean dishes, kitchen, food preparation equipment, or utensils. Wash dishes, glassware, flatware, pots, or pans, using dishwashers or by hand. Maintain kitchen work areas, equipment, or utensils in clean and orderly condition.