



Our Mission:

Empowering people to discover their directions for life in a changing world

Residential Assistant

Southeastern Directions for Life has an immediate opening for a full-time Residential Assistant, working in one of our community group homes, with individuals with developmental disabilities.

QUALIFICATIONS: High School Diploma required, Associates/Bachelor's Degree in either human services or education is preferred, but applicants with two years experience in a related field will also be considered. Applicants should possess excellent verbal and written skills, a teamwork prospective, flexibility, and be ready to assume challenges and responsibilities. Excellent computer skills necessary. Must have a valid drivers license, car insurance and good driving record. Background check and drug screening required.

JOB SUMMARY: Responsibilities include, but are not limited to: • Scheduling and providing transportation for appointments • Completing assessments and other documentation in preparation for ISP meetings • Participating in pre-meetings • Monitoring clients' finances • Writing behavior programs and quarterly reports • Direct care with individuals in their homes • Attending team meetings.

Assist Residential Manager with other duties as assigned. Must be able to work weekends and holidays when necessary.

ESSENTIAL JOB FUNCTIONS: Essential job functions include but are not limited to:

Professional Integrity and Growth:

Essential Job Functions: General

1. Perform in accordance with the policies and procedures of Southeastern Directions for Life.
2. Administer all aspect of position using good judgment and sound reasoning based on education and experience.
3. Participate in staff development activities to enhance professional skills and growth.
4. Maintain confidentiality.
5. Maintain a valid driver's license and a good driving record so as not to put Southeastern Directions for Life insurance in jeopardy.
6. Maintain positive rapport with staff and individuals within the agency.
7. Perform in accordance with the Core Values of the agency.
8. Complete necessary paperwork accurately and on time.

Please email resume and/or application to: hr@southeasternbh.org

Equal Employment Opportunity/Affirmative Action Employer Minority/Female/Disability/Veteran