



Our Mission:

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

Community Life Facilitator

Southeastern Directions for Life has an immediate opening for a full-time Community Life Facilitator at our Adult Day Program.

QUALIFICATIONS: High School Diploma, Bachelor's degree in either human services or education preferred. Must have a current driver's license, car insurance and a driving record acceptable to Southeastern's Insurance provider. Must pass a comprehensive criminal background check to include fingerprinting, drug screening, and Dept. of Social Services Central Registry check.

JOB SUMMARY: Provide services to adults with Developmental Disabilities. Our mission is to "Educate and support individuals to discover their directions for life". Work directly with the people we support teaching them self-care, social, vocational, independent living, and communication skills. Communicate with the family members of the people we support in an effort to maintain a positive relationship between them and other family members. May act as an advocate for the people we support in communicating their needs, self-expression & goals. Provide community interaction that is safe, clean, and conducive to learning. The CLF is responsible for program writing to include quarterlies, ISP/IEP's, Assessments, I-Pops and PCT tools. Southeastern operates 24/7, 365 days a year; flexibility during emergencies and inclement weather is required. Must be able to work 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