



**Our Mission:**

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

**Cayman Court Residential Admin Assistant**

Southeastern Directions for Life has an immediate opening for a Full Time Residential Admin Assistant at the Cayman Court location. Schedule is flexible 8am-5pm Monday-Friday with rotating weekend coverage.

**QUALIFICATIONS:** Bachelor's degree, Masters preferred in helping profession and a minimum of two years experience working with Mental Health population, or equivalent to include at least a 2 year degree and 4 years experience. Must have a current driver's license, car insurance, must pass a comprehensive criminal background check to include; fingerprinting, drug screening, Dept. of Social Services Central Registry check. Must have good computer skills.

**JOB SUMMARY:** This position is responsible to support the Cayman Court Administrator to ensure the day to day, staff, resident and facility needs are being met. Maintain positive working relationships with other departments. Communicate with the family members of the people we support in an effort to maintain a positive relationship between them and other family members. Act as an advocate for the individuals in communicating their needs, self expressions, & goals. Cayman Court operates 24/7, 365 days a year, flexibility during emergencies and inclement weather is required. Must be able to work weekends and holidays when necessary and cover or fill in for open shifts on a rotating basis. Coordinate with Administrator for scheduling needs to remain in compliance.

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

**Essential Job Functions: Cayman Court**

1. Act in a manner that is consistent with the best interests and rights of individuals supported.
2. Promote the agency in a positive manner with staff, individuals supported, families, other professionals, and community members.
3. Utilize best practice to be familiar with resident's needs, behavior plans, and Case Service Plans.
4. Maintain accurate progress notes and case records on all therapeutic billable contacts.
5. Provide family education and support as needed.
6. Provide crisis intervention services for consumers.
7. Function both autonomously and as a team member of Cayman Court, and the CARE program.
8. Refer unusual incidents and non-routine decisions to the Cayman Court Administrator and communicate relevant information to consumers and staff.

**Program Development:**

1. Assure proper implementation, documentation, and recording of data by RA's to include ADL tracking, daily progress notes, shift duty check-lists, and end of the month reports. (attendance logs, receipts, etc.)
2. Participate in planning goals, coordinating services with CARE team members and attending staff meetings as necessary.
3. Provide Education, Experience and Exposure in the community.
4. Support administration; through modeling and good communication skills to help promote program changes, medical changes, and other concerns thru documentation.

**Administration Assistant:**

1. Draft Cayman Court monthly schedule. This requires a partnership with Administrator and flexibility with scheduling.
2. In coordination with the Administrator, assist in new employee on-boarding and participate in all subsequent assigned training sessions within designative time frame.
3. In coordination with the administrator ensure day to day operation of the facility is in accordance with policy.
4. In coordination with the Administrator; interview, train and support Residential Assistant (RA).
5. Assist in the corrective action in consultation with the Administrator.
6. Assist and provide feedback in the completion of employee performance evaluations.
7. Act as an active member in staff meetings.
8. Facilitate teamwork between all team members via open communication, sharing of responsibilities and modeling a positive, constructive attitude.

Please email resume and/or application to: [hr@southeasternbh.org](mailto:hr@southeasternbh.org)

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