



Burke Job Posting / Job Description

Position Title

PART-TIME Residential Assistant – K.M. – Jasper, TX

Position Number

P #5294

General Description

The Residential Assistant (RA) is responsible for providing guidance and care for persons with intellectual and/or developmental disabilities in their home. Daily duties include: supervising residents in performing basic self-help skills, home management tasks, and providing active treatment as scheduled. The RA is also responsible for ensuring that the home environment is kept safe and clean. Daily documentation may include: activity notes, medication inventory records, and progress reports. Other documentation is required on an as-needed basis.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Preferred: Six (6) months experience working with adults with developmental disabilities.

Licenses/Certifications

Required: Valid Texas driver's license

Special Requests or Comments

Required: Must be physically able to complete Satori Alternatives to Managing Aggression (SAMA), CPR, First Aid and Defensive Driving training modules. Must complete required employee training. Must have a driving record insurable by Burke's insurance administrator.

Physical Requirements

Required: Sight, hearing, talking, lifting up to 50 pounds, walking, driving a vehicle, and hand/finger dexterity.

Hours

Monday – Sunday; preferably morning hours

Salary

\$8.00 - \$9.00 per hour

Notice to All Prospective Burke Applicants

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

Only applications submitted with a specific numbered position listed will be considered.

Physical requirements listed in positions will be discussed in detailed at time of interview.

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.