

## Role Posting: House Leader



**Posted:** September 1, 2022

**Closing:** September 15, 2022

L'Arche is an organization in which people with and without intellectual disabilities share life together based on stated core values, as articulated in our Servant Leadership Model. We live, work, and learn together in our 30 communities across Canada. Founded in 1964, L'Arche strives to shape a more human and just society where each person's gifts are known and celebrated.

**Position:** House Leader

**Location:** L'Arche Winnipeg Home

**Duration:** permanent full time

**Start date:** As soon as possible

**Salary:** commensurate with experience

**Responsible To:** Homes Coordinator

L'Arche Winnipeg Inc is seeking an energetic, compassionate individual to be a leader in one of our homes. The House Leader is responsible for the overall integration of the L'Arche Identity and Mission and Servant Leadership Model in the day-to-day life of the home, while planning and overseeing high quality support for each person with a developmental disability, and the supervision, support, training, and formation of all Assistants, Casual Respite Workers and Support Workers in the home. The House Leader is an effective member of the house leaders' team in the community, the leader of the house team and an active member of the local L'Arche community.

Location:

L'Arche Winnipeg community currently has six L'Arche homes in Winnipeg: four homes in the Transcona area, one in Windsor Park and one in St. Boniface area. We also have one person in the Supported Independent Living (SIL) Program. L'Arche Tova Café is our community café that is located in the heart of Transcona. It creates employment for people with and without a disability and serves as an outreach for the community. Our L'Arche Winnipeg Office is located on 118 Regent Avenue East in Transcona. Successful Candidate will work out of our Windsor Park home.

### **Major Duties and Responsibilities:**

- Creates and fosters a comfortable and welcoming atmosphere based on the characteristics of house members
- Plans and facilitates inclusive celebrations and traditions in the home that are representative of house members
- Supports the life journey of each core member through dynamic individual plans, regular medical appointments, meaningful daily activities, and active participation in all applicable aspects of daily life in the home.
- Oversees that all personal care and routines of core members are done with best practices and to a high standard
- Keeps up-to-date and accurate records in all areas: financial, medical, individual planning, etc.
- Ensures maintenance and upkeep of physical home, vehicle(s), and all house equipment and supplies
- Maintains regular and consistent schedule of individual (supervisory) roles and goals meetings, team meetings, house meetings and circles of learning

- Provides orientation and training to all Assistants responsible in the home.
- Participates in and leads reviews according to set process
- Ensures Assistants have tools and direction needed to perform their tasks
- Liaisons with family members or guardians, professionals and specialists
- Collaborates with Leadership team in community as well as with assistants in home
- Responsible for monthly scheduling and ensure adequate coverage for the house
- Ability to lift and transfer

#### **Qualifications:**

- High school diploma or equivalent
- Fluent in spoken and written English
- Knowledgeable about L'Arche history, values and vision.
- Ability to be flexible and manage the stress of multi-faceted responsibilities and management
- Ability to remain calm, focused and clear in times of crisis
- Organized and able to set priorities and follow-through on commitments in timely fashion
- Excellent communication skills, including the ability to give direction, report information and model effective communication techniques/strategies with the individuals with developmental disabilities in the home.
- Collaborative
- Open to learn and grow; able to give and receive feedback
- Ability to proactively manage tensions in relationships
- Ability to effectively delegate and supervise
- Clear Criminal Record Check and Adult Abuse Registry Check.
- Drivers abstract and a valid drivers license
- Legally able to work in Canada

#### **Benefits of working at L'Arche Winnipeg:**

- *Casual dress*
- *Flexible schedule*
- *Life insurance*
- *On-site parking*
- *Generous group benefit plan.*

#### **How to Apply:**

We value the unique skills, experiences, and insights that each person brings to L'Arche Winnipeg. We are committed to fostering an inclusive and accessible work environment where everyone feels valued, respected, and supported. If you require an accommodation at any point during the recruitment process, please let us know and we will work with you to meet your needs.

We wish to thank all applicants for their interest in the House Leader position. Please note that we will only contact applicants who are legally eligible to work in Canada and those selected for an interview process will be contacted. Email your resume, cover letter and three references to [assistantscoord@larchewinnipeg.org](mailto:assistantscoord@larchewinnipeg.org) by **September 15, 2022**.