

L'Arche is an organization in which we share life together based on stated core values, as articulated in our Servant Leadership Model. Leadership in our roles in L'Arche grows from and is nurtured by a commitment to and understanding of our Identity and Mission. We understand and demonstrate these values while engaged in any responsibilities associated with our roles. More detailed role responsibilities, performance indicators and expectations can be found in the House Leader Role Guide.

Position Summary:

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 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.

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

Qualifications, Skills Needed and Position Requirements:

- 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
- Valid full driver's license and a drivers abstract required

Working Conditions and Physical environment:

- Live-in House Leaders will be provided with their own personal bedroom space.
- The House Leader will spend most of their time in the role in the home or home office and attending meetings and appointments.
- Be willing to work a flexible work week including days, afternoons, evenings and weekends depending on the needs of the community and the homes.
- Be able to lift and transfer core members in and out of the wheel chair and to lift the wheel chair onto a van.
- From time-to time, the House Leader will be required to be away to attend community, regional or national events and/or trainings.

Signature:

Date:

Signature indicates this document has been read and understood as a summary of the roles and responsibilities as outlined in the L'Arche Canada House Leader Role Guide.