

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 Homes Coordinator Role Guide.

Position Summary:

The Homes Coordinator is a member of the community leadership team. The Homes Coordinator directly supervises the house leaders and ensures the integration of the Identity and Mission of L'Arche, the Servant Leadership Model, policies and government standards in the homes. The Homes Coordinator directly encourages, trains and supports house leaders to create homes that embrace the core values of L'Arche, thus resulting in high quality care for individuals with developmental disabilities and a thriving learning environment for Assistants.

Major Duties and Responsibilities:

- Ensures House Leaders create a welcoming, clean, comfortable, safe, trusting, and unified home environment. Ensures House Leaders adhere to all policies, guidelines and regulations.
- Nurtures the gifts and growth of all House Leaders and core members in the homes. Leads processes, such as annual reviews, circles of learning, roles and goals meetings, and individual planning.
- Encourages, teaches and supports House Leaders to lead regular celebrations in the home as well as supports House Leaders to understand and maintain the traditions of the home, while teaching life sharing.
- Supports House Leaders has to maintain a comfortable rhythm, ensuring needs of all members are met. This includes encouraging local participation in activities.
- Provides stability in the homes during times of crisis, change and transition.
- Ensures support personnel, assistants, volunteers, visitors have a meaningful engagement with the community and home life.
- Is able to support House Leaders to integrate a meaningful spiritual life into the home. This includes times for traditions, prayer and reflections. Ensures diverse spiritual approaches are respected.
- Is an effective team member, and collaborates with other Homes Coordinators in Canada to share best practices
- Supports L'Arche throughout the federation. Is knowledgeable on initiatives at the regional, national and international levels and shares this knowledge with the homes.
- Seeks out opportunities for personal growth. Models life sharing and the values of L'Arche for others.
- Coordinates with HL to set schedules, training times, and support resources as necessary.
- Effectively communicate and work with families, guardians and professionals
- Coordinate residential intake assessments and processing
- Create proposals and apply for support fundings from the government
- Advocate and collaborate with social services systems for referral and access to programs
- Ensure compliance with Residential Care Licensing standards and regulations
- Coordinate early dementia screening assessments
- Facilitate individualized support and financial planning.
- Crisis Management
- Coordinates with HLs to set schedules and support resources as necessary.
- Support and supervise a team of HLs
- Ensures HLs create a welcoming, clean, comfortable, safe, trusting, and unified home environment.
- Leads processes, such as annual reviews, circles of learning, roles and goals meetings, and individual planning.

- Attend weekly meetings as a member of leadership team in the community.
- Other responsibilities as requested by supervisor

Qualifications, Skills Needed and Position Requirements:

- Previous L’Arche experience (assistant, board member, volunteer, etc.) or equivalent is an asset
- Post-secondary degree or certificate
- Fluent in spoken and written English
- Clear police check including vulnerable sector screening
- Clear adult abuse check
- Ability to admit mistakes and learn; asks for and accept help when needed
- Ability to be flexible and manage the stress of multi-faceted responsibilities and supervision
- Can remain calm, and focused in times of uncertainty and crisis, and can give clear directions.
- Works collaboratively, models and promotes conflict resolution
- Is organized and able to set priorities and follow-through on commitments in a timely fashion
- Excellent verbal and written communication skills.
- Good administrative skills, organized and demonstrates time management skills
- Ability to problem solve, assist in reaching solutions and obtaining necessary resources
- Valid driver’s license, and excellent driving record.
- Knowledge of community computer software e.g., Microsoft office word, excel, PowerPoint etc.
- Knowledge of UKGPro - HRIS scheduling software is an asset.

Working Conditions and Physical environment:

- Will need to work in an office environment with a number of other people. Sometimes sharing equipment and space.
- Will need to lead and participate in several meetings, both group and individual
- When a core member is hospitalized, the homes coordinator might be required to go support the core member at the hospital
- From time-to time, the Homes Coordinator will be required to be away to attend community, regional or national events and/or trainings which may include work on evenings and weekends
- Is expected to participate in meals in the home and regularly attend team meetings of each home
- Will be part of on call rotation one week per month or as requested.
- Will need to make home visit throughout the month.

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 Homes Coordinator Role Guide.