







House Assistant – Introductory Role Guide











Icon	Aspiration	Living the House Assistant Role – Expected & Appreciated
 Embrace the Identity & Mission We are inspired to live the L'Arche Mission every day 		
A	L'Arche Story We are shaped and inspired by our founding story ... Jean Vanier invited Raphael Simi and Philippe Seux to live with him	Knows the founding story of L'Arche. Reads, asks questions, and learns more about L'Arche. Is familiar with the community's story and Mandate.
A1	Identity & Mission We live out our Identity & Mission every day ... individual action & community priorities	Knows the Identity & Mission statements and Servant Leadership Model. Integrates the values and spirit of L'Arche in day-to-day choices.
A2	L'Arche Around the World We support L'Arche beyond our community ... over 140 communities in over 35 countries	Is curious about what is happening at the regional, national and international levels of L'Arche. Supports relationship with solidarity partners.
A3	Invite Others to Contribute We encourage involvement with L'Arche and are open to the ideas and people who will help L'Arche thrive and grow ... community members, volunteers, donors, alumni & friends	Ensures that relief assistants, volunteers, visitors and family members have meaningful engagement with L'Arche. Personally welcomes and connects with these people.
A4	 Foster A Vibrant Community We share an extraordinary life in community 	
B	Welcome We invite and welcome others with warmth and friendship ... smiles & open hearts	Is warm and welcoming to everyone including community members, family, friends, volunteers, former assistants and neighbours. Helps new core members and assistants feel welcome, comfortable and connected. Is a welcoming presence on a day-to-day basis.
B1	Celebrate We create and enjoy wonderful celebrations of everyday life and of special occasions ... birthday parties & welcoming dinners	Supports celebrations in the home that are joyous and creatively tailored to each occasion or person. Is involved in the planning and follow through. Shares memories and stories from previous celebrations. Participates in community celebrations.
B2	Traditions Our daily, weekly and annual traditions bring us together in meaningful ways ... dinner time & community night	Understands and maintains the traditions of the home. Supports a recognizable and comfortable rhythm of life in the home. Participates in meals as a special time of relationship. Shares stories and traditions with new assistants. Participates in the traditions of the community.
B3	Togetherness We enjoy spending time doing things and communicating with one another to build togetherness... fun activities & engaging newsletters	Shares life with other members of the home in a spirit of trust, relationship and unity. Participates in many times of sharing and mutuality among all members of the home. Engages in inclusive conversations at mealtime. Supports a spirit in the home of life-sharing with one another rather than "doing for" others.
B4	Rhythm Our daily life flows at a comfortable pace ... time for excitement & time to relax	Supports life in the home moving with a comfortable rhythm and a reasonable pace. There is time for excitement and busy-ness as well as downtime to recharge. Participates in daily life in a way that the needs of all members can be met and days enjoyed.
B5	Belonging We are nourished by the giving and receiving of community life ... involvement & commitment	Is involved in most aspects of community life. Knows community members beyond the home. Is willing to support the community beyond his or her role
B6		



Celebrate the Value of Each Person






We appreciate each person for their unique way of being









C		
C1		<p>People Matter We are each known and appreciated ... gifts celebrated & voices heard</p> <p>Supports an environment where the value and unique contribution of each member of the house is respected and appreciated. There is time for each person to share their opinions and preferences. Individual stories are known and shared. Gifts are named. Significant personal events and accomplishments are celebrated with joy and shared with the community. Core members, assistants and House Leader are thanked regularly for their contributions. Diversity is embraced.</p>
C2		<p>Caring for Others We support the needs of one another with dignity & respect ... physical & emotional</p> <p>High Quality Care - Supports a high quality of health and wellbeing of core members including best practices for physical and emotional care. Is aware of policies, procedures and best practices for caregiving. Understands plans and has skill needed for crisis and incident management. Cares for core members with attention to their specific needs. Works cooperatively with others in the house to manage changes to physical and emotional needs</p> <p>Individual Plans & Records - Understands and follows Individual Support Plans for core members. Ensures accurate daily records are kept. Information is easy to find and up to date in case of emergency. Daily journals are up to date.</p> <p>Personal Care - Supports the personal care of core members with dignity and respect. Assists with daily routines with a positive attitude. Communicates changing needs to House Leader.</p> <p>Medical Support - Supports timely medical and dental care and supports cooperative, professional relationships with specialists. Ensures discussions are inclusive and respectful for core member. Records results and informs others of changes and follow-on care</p> <p>Medication - Administers medication according to guidelines and Individual Support Plans. Asks questions to ensure proper training and understanding. Keeps records appropriately.</p> <p>Meals - Prepares nutritious meals which follow guidelines and Individual Plans. Involves core members in making choices and preparing meals.</p>
C3		<p>Personal Journey We support a full life with participation in a range of meaningful activities ... work, recreation & social</p> <p>Daily Activities & Journey - Supports growth, autonomy, confidence and a full life for each core member. Builds life skills as decisions are made and activities and routines are planned and undertaken.</p> <p>Vocational & Recreation - Brings Individual Plans to life through planning vocational, recreational, day program and other activities with core member involvement. Listens and responds to core member's changing desires and needs. Arranges the support needed for full participation. Ensures that core member knows his or her schedule and is involved in daily decision making and managing her or her activities.</p> <p>Member of the Home - Supports core members to participate and take responsibility for household routines and tasks, room cleaning and care of belongings. Teaches core members and build skills so that tasks are "done with" rather than "done for."</p> <p>Family or Guardian - Is inclusive and respectful when working with family or guardian. Issues are raised and resolved in a cooperative, positive and timely manner. Encourages core members to reach out to family, friends and supporters.</p> <p>Personal Finances - Supports each core member to participate in financial planning, banking and spending decisions.</p> <p>Personal Appearance - Supports appropriate dress and personal appearance for core members. Ensures that core members are included in shopping and dressing decisions.</p>


		<h2 style="color: #00A699;">Open to Mutual Relationships</h2> <p style="color: #00A699;">We develop meaningful, life-changing friendships</p>	
D		Friendship We are open to and living in mutual friendships ... giving & receiving	Connects on a personal level with core members and assistants. Invites others into their life and shares personal story and own vulnerability. Has meaningful relationships in the home and community. Is present with house members so that relationships can develop.
D2		Changed Heart We discover that mutual relationships change us ... vulnerability & trust	




		<h2 style="color: #00A699;">Journey Together with Respect</h2> <p style="color: #00A699;">We care about how our actions affect others</p>	
E		Kindness & Respect We help one another and build positive, supportive relationships ... thoughtfulness & patience	Kindness, Patience & Trust - Is truthful and honest. Is kind and patient. Cares about the quality of each relationship and the impact their behavior has on others. Offers support and help. Accepts others. Others Time & Effort - Respects the schedule of the home. Follows through on commitments. Is available and flexible. Is on time for meetings. Participates in meetings in a focused and productive way. Shares appreciation for others time and efforts.
E1		Forgiving We work through tensions and difficulties in relationships while ensuring dignity for all ... openness & dialogue	Tensions in relationships are proactively managed through dialogue and understanding. Is willing to admit mistakes. When conflict arises, is able to address it in a timely way with the desire for everyone to move forward with dignity intact. Asks for help from the right people with the common good in mind. Forgives and accepts forgiveness.
E2		Listen & Communicate We listen to the voices and intentions of others ... honesty & understanding	Communication is timely and two way. Oral, written and electronic communication is effective, clear and concise. Actively listens and questions with intent to hear what is truly being said. Strives to understand the different forms of communication used by members of the home. Asks for clarity when directions are unclear.
E3		Partnership We include and build on others' ideas ... collaboration & flexibility	Maintains a collaborative approach when working with others. Is able to adapt to different people and changing responsibilities. Is open to differences in opinions and approach. Contributes to positive team dynamics. Is able to accept direction. Supports House Leader and team members.
E4			



		<h2 style="color: #00A699;">Nurture our Gifts and Growth</h2> <p style="color: #00A699;">We support one another's growth and gifts</p>	
F		A Learning Culture We create an environment where learning and growth are expected and safe ... within L'Arche roles & as human beings	Supports a safe and trusting environment where everyone feels safe to grow and nurture one another's growth. Participates in Reviews and other support processes.
F1		Others' Growth We offer others support to discover their gifts & strengths, to grow and to succeed ... caring spirit, honesty & effort	Is committed to and invests effort in nurturing the growth of core members. Ensures that core members have opportunities to make choices and plans for their personal growth. Helps core members understand goals and provides the support needed to reach them. Teaches how to do the task well. Regularly provides feedback and appreciation for contributions and growth. Knows how Individual Plans support growth.
F2		Own Growth We are open to learning and self-discovery from our experiences and the teachers around us ... share challenges & invite support	Is intentional about growing in the assistant role. Sets and shares goals. Asks for support when needed. Is self-aware as a learner. Understands what his or her strengths and gifts are. Invites and integrates direction, feedback and support in one-on-one meetings and on a day-to-day basis. Accepts new challenges. Pursues training programs, accompaniment and other support offered. Actively participates in Reviews and uses this investment of time and effort to be inspired and intentional about growth.
F3			

G		Fulfill your Role in Community We care about our roles and live them well	
G1		High Standards We do what we do well and with care ... at home & at work	High Standards - Has the desire to live the assistant role well. Can translate responsibilities of Role Guide and direction of the House Leader into day-to-day actions that bring the Identity & Mission to life. Sets clear standards for self. Develops the necessary skills and knowledge to fulfill the role well, asking for support when needed. Prioritizes tasks, respects deadlines and gets things done. Acts in a professional manner. Household Duties - Does fair share of household duties with a positive attitude including shopping for food and household supplies, housekeeping, cleaning, tending to the yard, driving, and doing laundry. Leads the day-to-day household duties in a way that builds relationship and creates a sense of home.
G2		Improvements We look for ways to make things better ... solve problems & capture opportunities	Takes initiative to identify and prioritize opportunities for improvement and issues that need to be resolved. Advocates for resources and support. Is open to new possibilities and willing to question current approaches. Proposes realistic options and ideas. Consults others as appropriate. Applies good judgement taking all points of view and resources into consideration. Makes decisions and takes responsibility. Lays out and communicates a clear plan of action. Ensures follow through. Supports house members when decision taken leads to disappointment.
G3		Teamwork We work well with others for the common good ... leadership & followership	Accepts direction and is accountable to the House Leader. Respects the authority of the House Leader and other leaders in the community. Communicates proactively about issues of concern. Does fair share of the work. Engages constructively in weekly Team and House meetings. Supports, collaborates with, and coordinates well with others in the house and community. Builds positive relationships with others in the house and community.
G4		Responsibility We respect and take responsibility for our community ... our things & our guidelines	Budget & Expenses - Understands household budget. Ensures all bills, receipts, and expenses are recorded clearly and are submitted according to procedure and in a timely manner. House & Equipment - Understands household budget. Ensures all bills, receipts, and expenses are recorded clearly and are submitted according to procedure and in a timely manner. Guidelines Followed & Regulations Met - Understands and adheres to the guidelines, policies, and regulations of the L'Arche Community and government bodies. Raises issues proactively. Completes and submits all paperwork on time. Binders and logs are organized and complete. Core Member Finances - Supports proper management of core member finances including planning, recording expenses and banking. Household Safety - Understands and follows all safety and emergency procedures related to people, the home, yard and vehicle. Knows how to respond in emergency situations. Drives responsibly.

H		Trust in God We see and discover a spiritual meaning in day-to-day life	
H1		Shared Spirituality We live and celebrate in ways that nurture and express our common spirituality ... worship, song, dance & prayer	Understands the spiritual basis of L'Arche. Is able to integrate this into a meaningful spiritual life in the home. Participates in and supports house traditions, prayer and personal reflection.
H2		Spiritual Journey We are open to personal spiritual journeys inspired by life at L'Arche ... becoming human & deepening our faith	Own Spiritual Journey - Is open to seeing and discovering a spiritual meaning in day-to-day community life at L'Arche. Others Spiritual Journey - Supports and encourages individual members on their chosen spiritual journey. Respects diverse spiritual approaches. Provides day-to-day support for core members, taking them to their chosen place of worship and supporting them with prayer or other spiritual practices.

I		Live in Joy	
		We create fun and share our joy	
I1	 Choose Joy We create fun together and share our joy ... foolishness & laughter	Chooses joy. Creates fun, shares stories, laughs. Includes others.	
I2	 Gratitude We are grateful for day-to-day moments, people and community ... appreciations & thank-yous	Lives in a spirit of gratitude for life and L'Arche. Readily expresses appreciation for others.	
I3	 Well-Being We try to find balance and to care for ourselves ... asking for help & support	Knows and can articulate own limits. Asks for and can accept help when needed. Invests in personal well-being. Takes personal time. Seeks professional support and resources as needed. Manages the stress of the role. Accepts the appreciation of others for contributions made and gifts shared.	

J		Stand on Humble Ground	
		We earn trust and acceptance when we come as we are	
J1	 Happy to be Me We accept and share our gifts and limitations ... authenticity & vulnerability	Accepts and shares own gifts and strengths. Is willing to admit mistakes. Seeks and accepts help.	
J2	 Serve Others We act for the common good and are motivated to support the Mission, our community and other people ... others & Mission at the centre	Motivations are guided by what is best for all. Is trusted. Follows the lead and gifts of others. Knows and cares about others in the community and is known by them.	
J3	 Simple Life We choose relationships over other rewards ... daily life & people	Chooses relationships over other rewards.	

K		Shape a More Human Society	
		We share the vision and spirit of L'Arche beyond our community and change the world	
K1	 Neighbourhood We participate in and contribute to activities and community in our local area ... grocery shopping & greeting neighbours	Plans and participates in activities that provide opportunities for interaction, integration, and relationship in the local area. Models respectful mutual relationship. Ensures house and property reflect care and ownership.	
K2	 Outreach & Speaking Out We speak out, participate in outreach, help others and share what we have learned ... public presentations & outreach programs	Understands how L'Arche is a sign and part of a movement towards a better humanity.	