

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 Assistant Role Guide.

Position Summary:

Together with other members of the house team, the Assistant is responsible for the support, care and well-being of the individuals with disabilities at the house and day-to-day life in the home. The House Assistant is an effective member of the house team, and active member of the local L'Arche community.

Major Duties and Responsibilities:

- Build and foster a comfortable and welcoming atmosphere based on the individual characteristics and meaningful participation of all house members.
- Provide respectful and high-quality direct care supports and skill building for core members in areas including: personal care needs, life goals, money management, medical care and medication, appointments, family and work connections, household chores and meal preparation.
- Help plan and participate in inclusive celebrations and traditions in the home that are representative of house members.
- Support, respect and participate in house traditions and the spiritual life of the house and community.
- Keep up-to-date and accurate records in all areas as directed: financial, medical, daily journals, medication, etc.
- Assist House Leader in ensuring maintenance and upkeep of physical home, vehicle(s), and all house equipment and supplies.
- Actively participate in regular and consistent schedule of individual supervisory meetings, team meetings, house meetings and circles of learning.
- Participate in reviews and goal setting according to set processes
- Collaborate with house leader as well as with other assistants in home to complete household duties including but not limited to: shopping, cleaning, cooking, laundry, transportation, yard work, etc.
- Adhere to all policies, guidelines, regulations, and safety and emergency procedures of the L'Arche Association of Lethbridge, Accommodations Standards and CET.
- Be attentive and responsible for own health and well-being.

Qualifications, Skills Needed and Position Requirements:

- High school diploma or equivalent
- Adequate English proficiency for workplace and community contexts
- Clear police check including vulnerable sector screening
- Valid CPR & First Aid certification or training
- At least 18 years of age
- 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
- Ability to take direction and follow-through on commitments in timely fashion
- Open to learn and grow; able to give and receive feedback
- Ability to directly address tensions in relationships

Working Conditions and Physical environment:

- Live-in Assistants will be provided with their own personal furnished bedroom space.
- Live-in Assistants will fulfill the responsibilities of their role in the home in which they live full-time. The daily schedule during which they will fulfill these responsibilities follows the rhythm of household daily life including meals, household chores, and recreational time as is described in their contract. Regular meetings and trainings also form part of this schedule. Live-in Assistants can expect 2-3 hours of time away per day during which they do not have responsibilities in their home. They are expected to sleep in this home unless it is their day away or weekend away. From time-to time, the House Assistant 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 Assistant Role Guide.