



Role Description

L'ARCHE ASSOCIATION OF LETHBRIDGE

1. Title

Respite Worker

2. Appointment

The Community Life Coordinator in consultation with the House Leaders and the Leadership Team hires Respite Workers.

3. Summary of Role

The House Leader or designate assigns the tasks to the Respite Worker. The Respite Worker is employed to assist with the daily operation of the household. They can be assigned to assist in particular tasks with Core Members or particular tasks in the home. The Respite Worker is expected to work within the framework of the Mission of L'Arche.

The Community Life Coordinator and the House Leader are responsible to ensure the completion of orientation and training for Respite Workers.

4. Accountability

The Respite Worker is accountable to the House Leader or their designate.

5. Core Expectations

It is expected that a Respite Worker will:

- 5.1 Accept and support the Vision and Mission of L'Arche as outlined in the International Charter of L'Arche (May 1993), L'Arche International Identity and Mission Statement (October 2008) and the Mandate of L'Arche Lethbridge.
- 5.2 Demonstrate an awareness of and appropriate response to the physical, emotional, spiritual, vocational, and recreational needs of Core Members.

- 5.3 Support the daily life of the household as directed by the House Leader or their designate.
- 5.4 Respect and support the Community's traditions including the spiritual life of the community.
- 5.5 Maintain confidentiality.
- 5.6 Help to foster a spirit of welcome towards all who visit the home and the Community.

6. Desired Skills

It is expected that a Respite Worker will:

- 6.1 Demonstrate an ability to develop meaningful and caring relationships with people with a disability.
- 6.2 Have, or be open to learning, conflict and stress management skills.
- 6.3 Demonstrate an ability to work within a team.
- 6.4 Demonstrate an ability to respond effectively in emergency situations, or a willingness to learn how to respond effectively.
- 6.5 Demonstrate self-initiative in responding to the needs of the household as they arise.
- 6.6 Demonstrate a commitment to proficiency in English and other forms of communication used by Core Members.
- 6.7 Demonstrate an ability to represent the Community with families of Community Members, church congregations, neighbours and the larger community as needed.

7. Required Responsibilities

It is expected that a Respite Worker will:

- 7.1 Assist with the following areas of the daily lives of the Core Members as needed: personal appearance, personal hygiene, nutrition, budgeting, laundry, cooking, household cleaning, room management, decision making, crisis management, time management.

Continue on next page →

- 7.2 Care for the household, including cleaning, meal preparation, shopping, and general maintenance according to the standards of the community and following Accommodation Standards guidelines.
- 7.3 Learn relevant Community policies and implement them effectively.
- 7.4 Facilitate communication with Core Members.
- 7.5 Ensure that Core Members wear clothing that is appropriate for their age, stylish, and seasonally correct.
- 7.6 Competently administer medication and assist with the storage of medication as directed by the House Leader.
- 7.7 Supporting the activities of the household and community by assisting with the hosting of gatherings and events.
- 7.8 Accompanying members of the household on outings.

8. Qualifications

- Minimum of grade 12 or equivalent
- Criminal records check

9. Authority

The Respite Worker has the authority to carry out responsibilities within the role description as designated by the House Leader or their designate.

10. Evaluation

The House Leader evaluates the Respite Worker annually and more often as needed.

Additional information:

1. If you choose to apply, read the Required Responsibilities and write your answers on the following questions on your cover letter:
 - Which of those responsibilities are you good and competent at?
 - Which ones make you feel excited about?
 - Which areas do you think you need to learn more and develop yourself from?
2. Fill out the application form online on our L'Arche Lethbridge website and attach your resume and cover letter with your answers on the questions above.