



Position: Relief Support Assistant

Start date: Immediate

Hours: Fluctuate based on need, non-guaranteed

Responsible to: House Leader

L'Arche Toronto Role Description – Relief Support Assistant

Position Summary:

L'Arche is centred on a Live-in Assistant model; however, Relief Support Assistants are an important role in the community, providing support to homes when there is a scheduling need. Relief Support Assistants will accompany Core Members in a way that enhances their growth and development, while supporting relationships and skill building.

Primary Duties:

- Respect the established schedule, routines and traditions of the home(s).
- Develop relationships with Core Members by learning who they are and their various support routines.
- Support Core Members with their household responsibilities, e.g. cooking, laundry, cleaning.
- Complete specific household tasks, as assigned by the House Leader, e.g. cooking, laundry and cleaning, to ensure that the home remains safe, clean and welcoming to all.
- Demonstrate effective teamwork with other Assistants, maintaining a supportive attitude toward the team.
- Take initiative to keep informed of the situation in the homes, e.g. dialogue with House Leaders and other Assistants, reviewing daily reports and communication books.
- Ensure open and effective communication with the teams, being open to receiving feedback and being willing to resolve any tensions and conflicts which may arise.
- With training, administer medication as prescribed by a physician and adhere to all community practices regarding medication dispensation.
- Ensure training requirements are kept up-to-date, as requested by the Assistants Coordinator.
- Complete and submit timesheets for hours spent within the home(s).
- Understand and adhere to all L'Arche community standards, policies and procedures.

Assets:

- A valid G driver's license, with three years of driving experience.
- Current Standard First Aid and Level C CPR, Crisis Prevention Intervention (CPI) training.
- Previous experience supporting adults with developmental disabilities.

If you are interested in this position, please submit a covering letter and resume to Hannah Mackie, Assistants Coordinator, (hannah@larchetoronto.org) by February 15th 2019

L'Arche Toronto is actively committed to creating a diverse and inclusive community and encourages applications from all qualified candidates. L'Arche Toronto offers accommodation for applicants with disabilities in its recruitment process. If you require accommodation during the recruitment/hiring process or require an accessible version of a document/publication, please contact the Assistants coordinator.

Thank you for your interest, however, only those invited for an interview will be contacted.