Role Posting:
Relief Program Assistant

Posted: September 23, 2022 **Closing: October 8, 2022**

L'Arche is an organization in which people with and without intellectual disabilities share life together based on stated core values, as articulated in our Servant Leadership Model. We live, work, and learn together in our 30 communities across Canada. Founded in 1964, L'Arche strives to shape a more human and just society where each person's gifts are known and celebrated.

Position: Relief Program Assistant
Location: L'Arche TIFS and Sol Express programs

Start date: October 2022
Salary: $21.28-$27.74 gross hourly based on experience and education from
Responsible To: Program Leader

L'Arche Toronto seeking an energetic, driven and compassionate individual to contribute to L'Arche Toronto programs TIFS and Sol Express. The Relief Daytime Program Assistant is responsible for the integration of the L'Arche Identity and Mission and Servant Leadership Model in the day-to-day life of the program, while planning and overseeing high quality support and meaningful activities for each program participant. The Relief Daytime Program Assistant is an effective member of the Daytime Program Team and an active member of the local L'Arche community.

Location:

- We currently have four L'Arche houses in Toronto where people with and without disabilities live together. We also run 3 programs for adults with disabilities: Sol Express, Trying It On For Size (TIFS) and an internal Daytime Program runs within the homes. Each member of the Daytime Program Team is connected to one community home. We have a main office, the Gathering Place, located in East York where our administration team works. Our community gatherings also take place at the Gathering Place.

Major Duties and Responsibilities:

- Creates and fosters a comfortable and welcoming atmosphere
- Work with the Core Members to plan and participate in meaningful and engaging activities for Core Members during the daytime hours both within home and in the community
- Keep accurate and up-to-date records of activities to help track Core Member program participation and progress/development
- Report to the Daytime Program Team Leader on a regular basis (an agreed timeframe to be determined, as most appropriate)
- Keep accurate and up-to-date records of activities to help track Core Member program participation
- Administer medication as prescribed by a physician, as needed, and adhere to all community practices regarding medication dispensation
- Understand and adhere to all L'Arche community standards, policies and procedures
- Ensure that information is gathered pertaining to the challenges, successes and suggested areas of growth of this position/program in order to maintain monthly progress reporting
- Implement and follow L'Arche Toronto, Federal and Provincial procedures pertaining to COVID-19
- Maintain up-to-date training requirements, as requested by the Assistants Coordinator

- Understand and adhere to all L'Arche community standards, policies and procedures
- With notice, the Daytime Support Assistant may be asked to change their scheduled hours to accommodate the needs of the home
- Liaisons with family members or guardians, professionals and specialists, if needed
- From time-to time, the Daytime Program Assistant will be required to be away to attend community, regional or national events and/or trainings

Qualifications:

- Experience in developing and implementing daytime programing for adults with developmental disabilities;
- Experience in coaching, creating lesson plans and supporting adults with disabilities to achieve their goals;
- Organized and able to set priorities and follow-through on commitments in timely fashion;
- Excellent communication skills, including the ability to give direction, report information and model effective communication techniques/strategies with the individuals with developmental disabilities;
- Fluent in Microsoft Office, Zoom, graphic design programs, iMovie;
- Knowledge of the principles of Applied Behaviour Analysis (ABA);
- Flexible, team player, self-motivated and self-directed;
- Previous experience in coaching/teaching adults with disabilities and who have a dual diagnosis;
- Excellent organizational skills and the ability to prioritize multiple tasks;
- Fluent in spoken and written English and able to effectively articulate thoughts and ideas in reports and a team setting;
- Ability to directly address tensions in relationships;
- Open to learn and grow; able to give and receive feedback;
- Must be eligible to work in Canada;
- Class G drivers' licence with 3 years of excellent driving experience;

How to Apply:

Please submit your resume, including a minimum of two references, along with a cover letter outlining your desire for and fit with this role by noon October 8, 2022 to Hannah Rawlins at hannah@larchetoronto.org.

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.