



L'ARCHE TORONTO – LIVE-OUT HOUSE ASSISTANT POSITION

Position: Full-time Live-out House Assistant

Start date: December 2019. For one year, with a possibility of extension

Hours of Work: 40 hours per week. Shifts include daytime, evenings and weekends

Location: Greenwood House

Salary: Based on L'Arche Canada's Compensation Policy

Responsible To/Supervised by: House Leader

Position Summary:

The Live-Out House Assistant is responsible for creating home for Core Members living in the household. They work in collaboration with his/her house team to ensure and to nurture the well-being, growth and development of Core Members in the home in accordance with the principles, values and philosophy outlined in the Charter of L'Arche, Mission Statement of L'Arche, and the L'Arche Canada Servant Leadership Model.

Major Responsibilities:

- In collaboration with other team members, support the physical, psychological, spiritual, and health and safety needs of Core Members in the home.
- Follow the behavioural protocols outlined for the well-being of each Core Member.
- Respond to Core Member's individual needs by respectfully supporting them with their daily living skills and personal hygiene.
- Administer medication as prescribed by a physician and adhering to all community practices regarding medication administration.
- Accompany Core Members to appointments and activities outside of the home.
- Encourage Core Members to achieve the highest level of independence in personal care and relationships.
- Assist Core Members in building skills in areas as agreed upon during annual reviews/goal setting.
- Share with other team members in daily housekeeping chores to ensure that the home is safe, clean, well-managed and welcoming to all. This includes cleaning, shopping, cooking, driving, laundry, minor repairs and vehicle maintenance, etc.
- Ensure effective communication and collaboration with other team members, being open to giving and receiving feedback and being willing to resolve any tensions and conflicts which may arise, according to the community process re: conflict resolution.
- Support and respect the schedule, priorities, routines and traditions of the home as outlined by the House Leader.
- Ensure the completion of all necessary documentation in a timely and competent way, including medical forms, daily journals, reporting forms, etc.
- Foster good stewardship and appropriate use of the resources and property of the home and community, including vehicles, computers, telephone, utilities, budget, etc.
- Maintain up-to-date training requirements, as requested by the Assistants Coordinator.
- Understand and adhere to all L'Arche community standards, policies and procedures.

Assets include:

- 1-2 years of experience supporting individuals with complex behavioural challenges/dual diagnosis.
- An educational background in Developmental Services (DSW), Social Services (SSW), Applied Behaviour Analysis (ABA) or Intensive Behavioural Intervention (IBI).
- Experience using Picture Exchange Communication (PECs).
- A valid G driver's license with 3 or more years of driving experience.

Flexibility:

- The hours spent in the house are based on the needs of the home and will be scheduled by the House Leader, in advance.
- The Live-out Assistant is most welcome/encouraged to attend all community events, however, attending these events would be done gratuitously and do not count towards weekly hours within the home.
- With notice, the Live-out Assistant may be asked to change homes and scheduled hours if a need develops within the community.

If you are interested in this position, please submit a cover letter and resume to Hannah Rawlins, Assistants Coordinator, (hannah@larchetoronto.org) by noon December 2nd, 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.