



## Role Posting: Homes Coordinator/Director of Operations

**Posted:** April 26, 2024

**Closing:** May 6, 2024

L'Arche Toronto is an organization of hope, belonging and celebration. For over 50 years, L'Arche Toronto has created a community where people with and without intellectual disabilities share life with a wide circle of family, friends, and neighbors. We help persons with intellectual disabilities discover their gifts and abilities and support them to achieve their goals for a meaningful life.

**Position:** Homes Coordinator/Director of Operations

**Location:** L'Arche Toronto

**Duration:** permanent full time

**Start date:** May 15<sup>th</sup>, 2024

**Salary:** \$61,194 - \$80,517

based on education and experience

**Responsible To:** Executive  
Director/Community Leader

### **Position Summary:**

L'Arche Toronto is seeking an energetic, compassionate individual who is willing to welcome, form, and grow with House Leaders and individuals with developmental disabilities (Core Members). The Homes Coordinator is a member of the Executive Leadership Team. The Homes Coordinator directly supervises the House Leaders (HLs) and may supervise other roles within the community, if needed. The Homes Coordinator, ensures the integration of the Identity and Mission of L'Arche International, The Charter of L'Arche International, the L'Arche Canada Leadership Development Model, policies and all relevant government standards in the homes of L'Arche Toronto. The Homes Coordinator directly encourages, trains and supports House Leaders to create homes that embrace the core values of L'Arche, thus resulting in high quality care for individuals with developmental disabilities (Core Members) and a thriving learning environment for assistants.

### **Location:**

The office, known as the Gathering Place, is in East York. The expectation is that the Homes Coordinator/Director of Operations work primarily from the office and within the L'Arche Toronto community.

### **Major Duties and Responsibilities:**

#### **Community Homes:**

- Ensures HLs create a welcoming, clean, comfortable, safe, trusting, and unified home environment for all core and team members
- Manages physical upkeep of homes
- Ensures HLs adhere to all policies, guidelines and regulations as required
- Nurtures the gifts and growth of all HLs and Core Members in the homes
- Coordinates with HL to set schedules, training times, and support resources to ensure the homes are best supported at all times
- Effectively communicate and work with families, guardians, healthcare and other professionals
- Leads processes, such as annual reviews, circles of learning, roles and goals meetings, individual planning (ISP meetings for core members) and regular HL meetings
- Encourages, teaches, coaches and supports HLs to lead regular celebrations in the home as well as supports HLs to understand and maintain the traditions of the home, while teaching life sharing
- Supports HL to maintain a comfortable rhythm, ensuring needs of all members are met. This includes encouraging local participation in activities of the L'Arche community
- Provides stability in the homes during times of change and transition

- Ensures support assistants (incl. relief assistants), students, volunteers, visitors have a meaningful engagement with the community and home life
- Is able to support HLs to integrate a meaningful community life into the home. This includes times for traditions, prayer and reflections
- Ensures diverse spiritual approaches are celebrated and respected

#### **Leadership Team:**

- Attends and participates in weekly Leadership Team meetings
- Responsible to lead the community in regular government compliance reviews
- Able to attend community events periodically on evenings and weekends
- Carries the 24-hour L'Arche Toronto Support Phone on a rotating basis with other members of the Leadership Team
- Any other duties and responsibilities as outlined by the Executive Director

#### **Financial Responsibilities:**

- Oversees the management of all Core Member finances
- Manages areas of the community budget that pertain to the role
- Supervises the House Leaders in managing the house budgets

#### **Regional Responsibilities:**

- Is an effective team member, and collaborates with other Homes Coordinators in Ontario to share best practices, to learn and grow
- Supports L'Arche throughout the federation. Is knowledgeable on initiatives at the regional, national and international levels and shares this knowledge with the homes and community

#### **Living L'Arche/Community Participation:**

- Responsible for upholding the values and traditions unique to working within L'Arche
- Attends, participates in, and helps lead community gatherings
- Nurtures a sense of belonging in the spirit of L'Arche and acts as a model for other members of the community
- Seeks out opportunities for personal growth

#### **Qualifications:**

- Previous L'Arche experience and/or or equivalent experience within the Developmental Sector
- Post-secondary degree or certificate in a related field is an asset
- Fluent in spoken and written English
- Clear police check including vulnerable sector screening
- Ability to admit mistakes and learn; asks for and accepts help when needed
- Ability to be flexible and manage the stress of multi-faceted responsibilities and supervision
- Can remain calm, and focused in times of uncertainty and crisis, and can give clear directions.
- Works collaboratively, models and promotes conflict resolution
- Good administrative skills, is organized and able to set priorities and follow-through on commitments in a timely fashion
- Excellent verbal and written communication skills
- Ability to problem solve, assist in reaching solutions and obtaining necessary resources
- Valid driver's license, and excellent driving record is an asset
- Knowledge of community computer software (Microsoft Office Suite)
- Ability to work with data software systems (Human Resource Management)

**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 May 6, 2024 to Raphael Arens at [raphael@larchetoronto.org](mailto:raphael@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 Raphael Arens.*

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