



ROLE POSTING

House Leader

Posted: August 21, 2023

Closing: September 3, 2023

L'Arche is an organization in which people with and without intellectual disabilities share life together based on stated core values, including welcome, friendship, and inclusion. 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: House Leader (live-out)

Location: Saint John, New Brunswick

Duration: One year contract with possibility of extension

Start date: Immediate

Salary: Commensurate with experience

Responsible to: Community Leader

L'Arche Saint John is seeking an energetic, compassionate individual to join the Leadership Team as House Leader at McKim House. The House Leader is responsible for the overall integration of the L'Arche Identity and Mission and core values in the day-to-day life of the home, while planning and overseeing high quality support for each person with an intellectual disability. The House Leader provides supervision, support, training and formation of all assistants and support people in the home.

Location & schedule:

This role is for McKim House located on the west side of Saint John, New Brunswick. McKim House is home to five adults with intellectual disabilities, supported by a team of three full-time assistants, some of whom live in the home. The full-time House Leader schedule includes scheduled daytime and evening weekday hours, as well as some weekends and overnights. Ideally, the successful candidate for House Leader will live in the home but candidates who are not available to live in the home are still encouraged to apply as there is some flexibility around this element of the role.

Major duties and responsibilities:

- Build and foster a comfortable and welcoming atmosphere based on the individual characteristics and meaningful participation of all house members.
- Plan and facilitate inclusive celebrations and traditions in the home that are representative of house members.
- Support the life journey of each core member through dynamic individual plans, regular medical appointments, meaningful daily activities and active participation in all applicable aspects of daily life in the home.
- Oversee that all personal care and routines of core members are done with best practices and to a high standard.
- Keep up-to-date and accurate records in all areas: financial, medical, individual planning, etc.
- Ensure maintenance and upkeep of the physical home, vehicle(s), and all house equipment and supplies.

- Maintain regular and consistent schedule of individual (supervisory) roles and goals meetings, team meetings, house meetings and circles of learning.
- Provide orientation and training to all assistants responsible in the home.
- Participate in and lead reviews according to set process.
- Ensure assistants have tools and direction needed to perform their tasks.
- Liaison with family members or guardians, professionals and specialists.

Qualifications:

- High school diploma or equivalent.
- Fluent in spoken and written English and able to effectively articulate thoughts and ideas in a team setting.
- Clear police check including vulnerable sector screening.
- CPR & First Aid certification or training.
- Valid driver's license.
- At least 19 years of age.
- Knowledgeable about L'Arche history, values and vision.
- Ability to be flexible and manage the stress of multi-faceted responsibilities and management.
- Ability to remain calm, focused and clear in times of crisis.
- Excellent communication skills, including the ability to give direction, report information and model effective communication techniques/strategies with the individuals with intellectual disabilities in the home.
- Open to learn and grow; able to give and receive feedback.
- Ability to directly address tensions in relationships.
- Ability to effectively delegate and supervise.

Working conditions and physical environment:

- Live-in assistants will be provided with their own personal bedroom space.
- The House Leader of McKim House will spend their time in the role at McKim House or in the community supporting members of McKim House.
- From time-to-time, the House Assistant will be required to be away to attend community, regional or national events and/or trainings.

How to apply:

Submit your resume and cover letter info@larchesaintjohn.org by Sunday, September 3, 2023.