



**Role Posting:
L'Arche Connects Program Leader**

Posted: July 25, 2023

Closing: August 4, 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: L'Arche Connects Program Leader
Location: Saint John
Duration: One year contract (full-time) with possibility of extension.

Start date: August 22, 2023
Salary: Commensurate with experience
Responsible to: Executive Director

The L'Arche Connects Program Leader is responsible for the development of the supported independent living and outreach program with adults with intellectual disabilities. The Program Leader supports adults with intellectual disabilities ("core members") living independently and facilitates an outreach program to nurture skill development and independence for adults with intellectual disabilities in the greater community. The Program Leader is a member of the L'Arche Saint John Leadership Team. This is an exciting opportunity to be at the forefront of program design, particularly for someone who is passionate about building inclusive housing and support options alongside adults with intellectual disabilities.

Location:

The L'Arche Connects Program Leader is a hybrid role. Some in-person office hours and meetings will be required at L'Arche Saint John and elsewhere.

Major Duties and Responsibilities:

1. Program Administration
 - a. Collaborate with stakeholders such as core members and their families or support network, social workers, and the Community Leader to ensure the overall safety and well-being of core members.
 - b. Coordinate and attend each core member's Individualized Support Plan (ISP) annual review.
 - c. Create a plan for the outreach component of the program based on an assessment of community and family needs.
 - d. Oversee the evaluation and reporting of the program on a monthly, quarterly and annual basis.
 - e. Ensure compliance in all areas with L'Arche policies and procedures and as per the Department of Social Development.

2. Supported Independent Living
 - a. Support core members to develop skills in areas of daily living that may include meal planning and cooking meals, budgeting and money management, crisis management, household cleaning and more.
 - b. Assist with coordinating core members' medical and dental appointments.
 - c. Ensure core members are aware of and able to follow building safety protocols (i.e. fire drills).
 - d. Ensure core members receive the support they need to strengthen their valued roles as citizens in the Saint John community.

3. Outreach
 - a. Identify adults with intellectual disabilities in the greater Saint John community to engage with the outreach component of the program.
 - b. Facilitate the outreach program by working alongside 20 adults with intellectual disabilities to nurture skill development towards independence.

4. Staff Management and Support
 - a. Participate in hiring, training and ongoing development and performance evaluations of Assistants in the L'Arche Connects program.
 - b. Develop work schedules for the Program Assistants.
 - c. Plan and lead weekly team meetings with Assistant team.

Qualifications:

- Post-secondary diploma or certificate in a relevant field.
- Fluent in spoken and written English.
- Clear police check including vulnerable sector screening.
- CPR & First Aid certification or training (or willingness to obtain).
- Valid driver's license and reliable vehicle.
- Knowledgeable about L'Arche history, values and vision.
- Demonstrated initiative and ability to lead and work independently.
- Excellent leadership skills, including the ability to give direction, supervise a team, report information and model effective communication techniques/strategies with adults with intellectual disabilities.
- 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.
- Open to learn and grow; able to give and receive feedback.
- Ability to directly address tensions in relationships.
- Ability to effectively delegate and supervise.

How to Apply:

Submit your resume and cover letter, including three professional references, to info@larchesaintjohn.org by August 4, 2023.