

Role Posting: Workshop Leader



Posted: September 14, 2020

Closing: October 9, 2020

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: Workshop Leader

Location: Saskatoon, Saskatchewan

Duration: permanent full time

Start date: Flexible – ideally Jan. 2021

Salary: commensurate with experience

Responsible To: Homes Coordinator

L'Arche Saskatoon seeking a creative, engaging, and energetic individual to lead our Workshop program and supervise our two home-based Activity Groups; to work collaboratively with others to develop the vision and impact of the Workshop's artistic activities; and to support participants with disabilities to explore and develop their creativity in the context of warm and encouraging relationships. Together, Workshop members—people with and without intellectual disabilities—live out a vision of "Making art, making friends, and making peace." The Workshop Leader is responsible for the overall integration of the L'Arche Identity and Mission and Servant Leadership Model in the day-to-day life of the workshop, while planning and overseeing high quality support for each person with a developmental disability, and the supervision, support, training, and formation of all assistants and support workers in the Workshop. The Workshop Leader is an effective member in the community, the leader of the Workshop team and an active member of the local L'Arche community.

Location:

Alongside our Workshop, we currently have two L'Arche homes in Saskatoon in which people with and without disabilities live together. We also host a number of other programs and regular events: monthly "Friends of L'Arche Gatherings," weekly prayer nights, and a monthly collective kitchen.

Our Workshop and in-home Activity Groups meet Monday-Friday, 9-3pm. The Workshops Leader hours will be 8:30-4:30pm.

Major Duties and Responsibilities:

- Helps to foster a joyful and supportive environment in which Workshop and Activity Group members may grow in creativity, confidence in their unique gifts, and relationships
- Works collaboratively with other Workshop and Activity Group assistants to develop and run program activities
- Plans and facilitates inclusive traditions and celebrations for members in the Workshop and Activity Groups
- Supports the life journey of each member through dynamic individual plans, meaningful daily activities, and active participation in all applicable aspects of daily life in the workshop.
- Ensures that all personal care and routines of core members are done with best practices and to a high standard
- Keeps up-to-date and accurate records in all areas: financial, medical, individual planning, etc.
- Ensures maintenance and upkeep of the Workshop and Activity Group spaces, vehicle(s), and all equipment and supplies

- Maintains regular and consistent schedule of individual supervisory roles and goals meetings and team meetings
- Provides orientation and training to all assistants responsible in the Workshop and Activity Groups
- Participates in and leads reviews according to set process
- Ensures assistants have tools and direction needed to perform their tasks
- Communicates with family members or guardians
- Collaborates with the L'Arche community Leadership Team

Qualifications:

- High school diploma or equivalent
- Fluent in spoken and written English
- Valid driver's license
- 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
- 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 in the home
- Collaborative
- Open to learn and grow; able to give and receive feedback
- Ability to proactively manage tensions in relationships
- Ability to effectively delegate and supervise
- Experience with and passion for the creative arts

How to Apply:

Please submit your resume, including contact information for two people able to provide a reference, and a cover letter to Andrea Schmidt, Assistants Coordinator, at andrea@larchesaskatoon.org by Friday, October 9, 2020. In your letter, please describe why you are interested in this role, and the particular gifts and strengths you believe you would bring to the position.