

## Role Posting: House Leader



**Posted:** November 8,2021

**Closing:** November 18,2021

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:** House Leader

**Location:** L'Arche Outaouais, Gatineau

**Duration:** permanent full time

**Start date:** December 1,2021

**Salary:** commensurate with experience

**Responsible To:** Homes Coordinator

L'Arche Outaouais, a French speaking community, is seeking an energetic, compassionate individual to be a leader in one of our homes. The House 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 home, 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 home. The House Leader is an effective member of the house leaders' team in the community, the leader of the house team and an active member of the local L'Arche community.

### **Location:**

We currently have four L'Arche Outaouais homes where people with and without disabilities live together. We have an adapted workshop and a day center for seniors. Community life is punctuated by weekly community evenings and occasional events.

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

- Creates and fosters a comfortable and welcoming atmosphere based on the characteristics of house members
- Plans and facilitates inclusive celebrations and traditions in the home that are representative of house members
- Supports 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.
- Oversees 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 physical home, vehicle(s), and all house equipment and supplies
- Maintains regular and consistent schedule of individual (supervisory) roles and goals meetings, team meetings, house meetings and circles of learning
- Provides orientation and training to all Assistants responsible in the home.
- Participates in and leads reviews according to set process
- Ensures Assistants have tools and direction needed to perform their tasks

- Liaisons with family members or guardians, professionals and specialists
- Collaborates with Leadership team in community as well as with assistants in home

**Qualifications:**

- High school diploma or equivalent
- Fluent in spoken and written French
- 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

**How to Apply:**

Please submit your resume and detailed cover letter to the attention of Laurence with your name and contact information by November 18, 2021.

Reply to [rhagape@outlook.com](mailto:rhagape@outlook.com)