

Role Posting  
**Homes Coordinator**

**Posted:** January 10, 2023

**Closing:** Open until filled

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:** Homes Coordinator

**Location:** L'Arche Winnipeg Inc.

**Duration:** Permanent Full-Time

**Start Date:** As soon as possible

**Salary:** \$50,000 to \$54,000 a year

**Responsible To:** Community Leader

L'Arche Winnipeg Community is seeking an energetic, compassionate individual who is willing to welcome, form, and grow with House Leaders and members with intellectual disabilities. The Homes Coordinator is a member of the community leadership team. The Homes Coordinator directly supervises the House Leaders and ensures the integration of the Identity and Mission of L'Arche, the Servant Leadership Model, policies, and government standards in the homes. 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 and a thriving learning environment for Assistants. The position is 40 hours/week, Monday through Friday and some weekends required when on call.

**Location**

L'Arche Winnipeg community currently has six L'Arche homes in Winnipeg: four homes in the Transcona area, one in Windsor Park and one in St. Boniface area. We also have one person in the Supported Independent Living (SIL) Program. L'Arche Tova Café is our community café located in the heart of Transcona. It creates employment for people with and without a disability and serves as an outreach program for the community. Our L'Arche Winnipeg Office is located on 118 Regent Avenue East in Transcona. Successful Candidate will work out of our L'Arche Winnipeg Office in Transcona.

**Major Duties and Responsibilities:**

- Ensures HLs create a welcoming, clean, comfortable, safe, trusting, and unified home environment.
- Ensures HLs adhere to all policies, guidelines and regulations.
- Nurtures the gifts and growth of all HLs and members with developmental disabilities in the homes; for instance, by leading processes such as annual reviews, circles of learning, roles and goals meetings, and individual planning.
- Encourages, teaches 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 has to maintain a comfortable rhythm, ensuring needs of all members are met. This includes encouraging local participation in activities.
- Provides stability in the homes during times of change and transition.
- Ensures support assistants, volunteers, and visitors have a meaningful engagement with the community and home life.
- Is able to support HLs to integrate a meaningful spiritual life into the home. This includes times for traditions,

- Is an effective team member, and collaborates with other Homes Coordinators in Canada to share best practices
- Supports L'Arche throughout the federation. Is knowledgeable on initiatives at the regional, national and international levels and shares this knowledge with the homes.
- Seeks out opportunities for personal growth. Model's life sharing and the values of L'Arche for others.
- Coordinates with HL to set schedules, training times, and support resources as necessary.
- Effectively communicates and works with families, guardians and professionals

#### **Qualifications:**

- Previous L'Arche experience (assistant, board member, volunteer, etc.) or equivalent
- Post-secondary degree or certificate
- Fluent in spoken and written English.
- Clear police check including vulnerable sector screening
- Clear adult abuse check
- 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
- Is organized and able to set priorities and follow-through on commitments in a timely fashion
- Excellent verbal and written communication skills.
- Good administrative skills, organized and demonstrates time management skills
- Ability to problem solve, assist in reaching solutions and obtaining necessary resources
- Valid driver's license, and excellent driving record.
- Knowledge of computer software e.g., Microsoft office word, excel, PowerPoint etc.
- Knowledge of UKGPro - HRIS scheduling software preferred.

#### **Benefits of working at L'Arche Winnipeg:**

- Casual dress
- Flexible schedule
- Life insurance
- On-site parking
- Generous group benefits plan.

#### **How to Apply:**

We value the unique skills, experiences, and insights that each person brings to L'Arche Winnipeg. We are committed to fostering an inclusive and accessible work environment where everyone feels valued, respected, and supported. If you require an accommodation at any point during the recruitment process, please let us know and we will work with you to meet your needs.

We wish to thank all applicants for their interest in the Homes Coordinator position. Please note that only those legally able to work in Canada and those selected for an interview will be contacted. Please e-mail your resume, cover letter, and three references to Dominic Opaka via [communityleader@larchewinnipeg.org](mailto:communityleader@larchewinnipeg.org).

**Applications will be open until the position is filled.**