

## Role Posting: House Leader/Manager



**Posted: January 6, 2022**

**Closing: January 17, 2022**

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/Manager

**Location:** Toronto

**Duration:** permanent full time

**Start date:** January 2022

**Salary:** \$44,722-\$60,506  
plus benefits and vacation

**Responsible To:** Homes Coordinator

*L'Arche Toronto is seeking an energetic, compassionate individual to be a leader in one of our homes. The House Leader/Manager 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, support workers and volunteers in the home. The House Leader/Manager is an effective member of the house leaders/manager's 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 houses in Toronto where people with and without disabilities live together. We also operate 3 programs for adults with disabilities: Sol Express, Trying It On For Size (TIFS) and an internal Daytime Program within the homes. We have a main office, the Gathering Place, located in East York where the administration team works.

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

- Creates and fosters a comfortable and welcoming atmosphere based on the characteristics of all house members
- Responsible for the scheduling within the home and ensuring there is adequate support at all times
- Responsible for managing a budget and submitting monthly budget reports
- Implement L'Arche Toronto, Federal and Provincial procedures pertaining to COVID-19
- Ability to implement Ministry of Children, Community and Social Services (MCCSS) compliance standards within the home
- Plans and facilitates inclusive celebrations and traditions in the home that are representative of all house members
- In collaboration with other team members, support the physical, psychological, spiritual, and health and safety needs of all core members in the home
- Administer medication as prescribed by a physician and adhering to all community practices regarding medication administration

- 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 and wider community
- 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.
- Oversee 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
- A moderate level of physical effort is required for driving, and regular household chores (lifting, bending, pushing, and pulling). May be required to shovel snow and move furniture occasionally
- Understand and adhere to all L'Arche community standards, policies and procedures
- Provides orientation and training to all assistants and volunteers responsible in the home
- Participates in and leads reviews according to set process for both assistants and core members
- Collaborates with Leadership team, the House Leader/Manager team in community, as well as with assistants in home
- From time-to time, the House Leader/Manager will be required to be away to attend community, regional or national events and/or trainings

### **Qualifications:**

- *Proof of completed COVID-19 Vaccinations, or a commitment to receive the second dose in the first week from the date of hire (or documentation proving inability to receive the vaccine due to medical grounds)*
- Bachelor of Arts/ Psychology, Developmental Service Worker/Social Service Worker or equivalent, relevant experience (2 to 3+ years)
- Previous supervisory experience of diverse teams
- Significant experience providing individualized supports with persons with disabilities with an emphasis on promoting people's independence
- Ability to speak fluent English and demonstrate comprehension and written communication skills
- Demonstrated ability to promote accountability in the pursuit of individual, team and organizational goals
- Demonstrated ability to build a supportive, cohesive team
- Creative and responsive communication and problem-solving skills
- Demonstrated ability to adapt quickly to change, maintaining and promoting a positive attitude with self and others
- Sensitivity and respect for diversity in all areas, including age, culture, sexual orientation, gender identity and language
- Ability to remain calm, focused and clear in times of crisis
- Ability to effectively manage the stress of a multi-faceted role
- Organized and able to set priorities and follow-through on commitments in a timely fashion
- CPR/First Aid with AED level C
- Nonviolent Crisis Prevention Intervention (CPI)
- Acceptable Police Reference Check with Vulnerable Sector Screening
- Class G drivers' licence with 3 years of excellent driving experience

### **Benefits:**

- Benefit plan incl. dental care, vision care, extended health care benefits
- Disability insurance
- Employee assistance program

- Vacation
- Paid sick days
- Opportunity for growth and training
- RRSP match (after second year of employment)

**How to Apply:**

Please submit your resume, including a minimum of two references, along with a cover letter outlining your desire for and fit with this role by January 17, 2022 to Hannah Rawlins at [hannah@larchetoronto.org](mailto:hannah@larchetoronto.org).

*L'Arche Toronto is actively committed to creating a diverse and inclusive community and encourages applications from all qualified candidates. L'Arche Toronto offers accommodation for applicants with disabilities in its recruitment process. If you require accommodation during the recruitment/hiring process or require an accessible version of a document/publication, please contact the Assistants coordinator.*

*Thank you for your interest, however, only those invited for an interview will be contacted.*