

L'Arche is a multicultural organization in which we share life together based on stated core values, as articulated in our Servant Leadership Model. Leadership in our roles in L'Arche grows from and is nurtured by a commitment to and understanding of our Identity and Mission. We understand and demonstrate these values while engaged in any responsibilities associated with our roles. More detailed role responsibilities, performance indicators and expectations can be found in the Homes Coordinator Role Guide.

**Position Summary:**

The Homes Coordinator is an essential service role and is a member of the community leadership team. The Homes Coordinator directly supervises the House Leaders (HL), the Health Coordinator 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 and the Health Coordinator 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 successful candidate will remain open to personal, team and community development in order to ensure continuity in a constant changing environment.**

**Major Duties and Responsibilities:**

- Ensures HLs create a welcoming, clean, comfortable, safe, trusting, and unified home environment. Ensures HL-s adhere to all policies, guidelines and regulations.
- Nurtures the gifts and growth of all HL-s, Health Coordinator and core members in the homes. Leads processes, such as annual reviews, circles of learning, roles and goals meetings, and individual planning.
- Supports the HL-s to identify the core member's goals and the supports needed to achieve them, including the usage of the Passport Funding.
- Ensure the MCCSS compliance is planned with the HL and the respective coordinators, and standards met throughout the year.
- Provide the Quality Assurance Measure, Emergency preparedness and Service Delivery Training to all employees.
- Responsible to review and approve all leave requests for all teams in the homes.
- Leads the bi-weekly HL's meetings and ensures that they are opportunities of sharing and growth for all.
- Participates weekly in House Team meetings, Leadership team, Emergency Responder meeting and other as needed.
- Supports the payroll process by reviewing and approving bi-weekly all team's schedules and the Health Coordinator's leave requests.
- Member of the Policy Meeting, Circle of Leadership, others as required.
- Plan with the HL-s the annual community vacations.
- Replaces the Community Leader from time to time
- Carries the emergency Phone in a rotation basis with all other coordinators.

**Collaborates with different committees also more focussed with the following:****The Assistants Coordinator:**

- Provides stability in the homes during times of change and transition.
- Supports HL has to maintain a comfortable rhythm, ensuring needs of all members are met. This includes encouraging local participation in activities.

**The Community Life Coordinator:**

- 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.

- Ensures support assistants, volunteers, 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, prayer and reflections. Ensures diverse spiritual approaches are respected.

#### **The Health Coordinator**

- Ensures that the core members receive a health care to the highest standards.
- Circles of support of families and friends are part of long term planning for Core Members.

#### **The Finance Coordinator**

- Prepare the annual budget for each home
- Ensure all the HL-s are properly trained and follow the standard budget finance requirements

#### **The Community Leader**

- Supports the House leaders to plan the annual budgets of the homes.
- Identifies the maintenance and annual repairs for each home.
- Identify and plan annual training plans for the HL and the Health Coordinator.
- Reviews monthly the monthly core member reconciliation submitted by each HL.
- 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. Models life sharing and the values of L'Arche for others.
- Coordinates with HL to set schedules, training times, and support resources as necessary.
- Effectively communicate and work with families, guardians, day programs and professionals
- Replaces the Community Leader

#### **Qualifications, Skills Needed and Position Requirements:**

- Previous L'Arche experience (assistant, board member, volunteer, etc.) or equivalent
- Post-secondary degree or certificate
- Fluent in spoken and written English and French
- At least 3 years case management and management experience.
- Work experience in a multicultural environment.
- Minimum Permanent Resident in Canada, or Canadian Citizenship.
- High proficiency in time management, prioritization and follow-through on commitments in a timely fashion
- Can remain calm, and focused in times of uncertainty and crisis, and can give clear directions with professionalism.
- Works collaboratively, models and promotes conflict resolution
- Excellent verbal and written communication skills.
- Good administrative skills
- Ability to problem solve, assist in reaching solutions and obtaining necessary resources
- Valid driver's license, and excellent driving record.
- Asset to know how to use ADP and Make Shift- payroll services
- Asset to have experience working with the Ministry of Children, Community and Social Services, Health.
- Ability to work under pressure with multiple disruptions and reassessment of priorities multiple times/ day.
- Clear police check including vulnerable sector screening
- Ability to admit mistakes and learn; asks for and accept help when needed
- Ability to be flexible and manage the stress of multi-faceted responsibilities and supervision
- High level of proficiency for the following:
  - Health and Safety
  - Microsoft Office and Outlook 365
  - Shared point

- Able to use different mediums of communications.

**Working Conditions and Physical environment:**

- Will need to work in an office environment with a number of other people, sometimes sharing equipment and space.
- The schedule is typically Monday to Friday from 9 to 5pm at the main offices.
- Will need to lead and participate in several meetings, both group and individual
- From time-to time, the Homes Coordinator will be required to be away to attend community, regional or national events and/or trainings which may include work on evenings and weekends
- Is expected to spend time in the home and regularly attend different meetings in each home
- Create and offer different trainings to House Leaders and other employees.
- Have daily access to a vehicle and a \$2,000 000 insurance for work and open to transport core members.
- Might work occasionally in the evening and is expected to volunteer in different community events.
- Flexible to travel for up to 5 days/ week, up to 4 times/ year, in Ontario and / or internationally.

**How to apply**

Send your resume at:

[office@larcheottawa.org](mailto:office@larcheottawa.org)

We thank in advance to all applicants.