

L'Arche Hamilton

House Leader



Posted: Feb 24, 2023

Closing: March 6, 2023

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: Hamilton

Duration: permanent full time

Start date: Immediately

Salary: commensurate with experience

Responsible To: Homes Coordinator

L'Arche Hamilton 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 4 L'Arche houses in Hamilton and Support living Program where people with and without disabilities live together. We have a Creative Hands studio/dayprogram and Inclusion Coffeehouse located in Hamilton. All our programs, office and homes are located within the Sherman and Main neighbourhood. Our community is in an urban community with access to public transportation.

Major Duties and Responsibilities:

- Fosters a home environment that is warm, welcoming and comfortable to everyone, including community members, family, friends, volunteers, former assistants and neighbours.
- Fosters an environment of sharing life together in a spirit of trust, relationship and unity.
- Has the desire and can translate responsibilities of Role Guide into day-to-day actions that bring the Identity & Mission to life.
- Leads the day-to-day household duties in a way that builds relationship and creates a sense of home.
- Applies good judgement and takes initiative to identify opportunities for improvement and issues that need to be resolved.
- Accepts direction, and is accountable to, the Homes Coordinator or Community Leader, and is able to communicate proactively issues of concern.
- To plan and maintain household schedules and routines in a timely manner.
- To ensure maintenance of and proper use of all logs, including house log (communication book), daily journals, medical log, maintenance log, all necessary forms and binders for ministry compliance.
- To ensure the necessary care of equipment, household goods, and furniture - both inside and outside the house, including repairs, as they are required.

- Leads and inspires assistants with clear direction, supervision, skill building, and guides them in understanding how to live their role well. Leads effective weekly Team and House meetings and ensures follow up.
- Ensures necessary care and maintenance of home and meticulously maintains house financials (i.e. invoices, receipts, and expenses are recorded and submitted according to procedure, and in a timely manner).
- Understands and adheres to the guidelines, policies, and regulations of the L'Arche Community and government bodies.

Qualifications:

- High school diploma or equivalent
 - Fluent in spoken and written English,
 - 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
- Driver license and insurability is an asset

How to Apply:

- Please apply with a resume and cover letter to the attention of our Hiring Committee c/o Karen Dennison karen@larchehamilton.org by Monday March 6, 2023