

JOB OPPORTUNITY:
Program Assistant, L'Arche Hamilton



L'Arche Hamilton has an immediate opening for a *Program Assistant at Creative Hands Dayprogram*. If you are interested in this position, please submit your resume with a covering letter stating why you would be interested in this position to Karen Dennison at karen@archehamilton.org by September 30, 2022.

L'Arche Hamilton is a member of a world-wide network of L'Arche communities, international federation of faith-based communities creating homes and day programs for people with and without intellectual disabilities. L'Arche Hamilton is faithful to its mission of making known the gifts of people with intellectual disabilities and to engage in its diverse cultures, working together toward a more human society.

POSITION SUMMARY:

Each member of the Program Team is responsible to support individual Core Members to develop and experience a repertoire of daytime activities that build on their existing skills, enable individuals to learn new skills and are reflective of each Core Members choice of meaningful daytime activities.

RESPONSIBLE TO: Dayprogram Co-ordinator

Key responsibilities:

- In collaboration with other team members, facilitate the creation of a personal schedule of activities with individual Core Members.
- Design and implement Individual Learning goals and Behaviour Support plans for Core Members as directed by the Team Leader. Complete any documentation requested to record progress
- Accompany Core Members to personal and medical appointment when required.
- Support individual Core Members to explore community-based resources and activities.
- Respond to each Core Member's individual needs by respectfully supporting them with their personal hygiene, dress and eating and, where needed, administer medication
- Encourage Core Members to achieve the highest level of independence in personal care and relationships. Help build skills in appropriate areas as agreed upon by the individual and their support team.
- Actively share the lived experience with other team members. Encourage open communication between fellow team members in response to situations that may result in team tension if not addressed.

- Support the Head of Program in special project requests. Undertake responsibility for aspects of these projects.
- Respect the schedule and priorities outlined by the Team Leader.
- Respect the building, vehicle and other physical facilities in your use.
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Qualifications:

- Community and team skills.
- Ability to support people with intellectual disabilities to realize their goals and service needs in collaboration with the individual's circle of support.
- Experience and passion for supporting individuals with complex behavioural support needs.
- Demonstrated commitment to the values, vision and Mission of L'Arche.
- Ability to effectively prioritize tasks and manage change.
- Driver's license (G class) is an asset