

JOB OPPORTUNITY:
House Leader, L'Arche Hamilton



L'Arche Hamilton has an immediate opening for a *House Leader*. If you are interested in this position, please submit your resume with a covering letter stating why would be interested in this position to Karen Dennison at karen@larchehamilton.org by Jan 23, 2023.

Position Summary:

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.

This leadership role— in conjunction with the Homes Coordinator— facilitates, coordinates, and participates in caring for the members of the home and works collaboratively with the designated house team. This role is foremost a calling involving overlapping and diverse relationships within our community.

Key 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.**

The ideal candidate will possess the following:

- **Community and team building 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.**
- **Exceptional communication skills.**
- **Demonstrated commitment to the values, vision and Mission of L'Arche.**
- **Willingness to work in a faith context with diverse faith traditions.**
- **Openness to personal growth and spiritual journey.**
- **To monitor adherence to Ministry guidelines and (Hamilton policies and procedures in all appropriate aspects of home life.**
- **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.**
- **Creative problem solving and decision-making skills.**
- **Ability to effectively prioritize tasks and manage change.**
- **Ability to support, and advocate for core members at medical appointments and with other professional supports.**
- **Understands the need for, and use of, Individual Support Plans, Behaviour Support Plans and the Servant Leadership.**
- **Ability to supervise and monitor team members in all aspects of their role.**
- **Ability to plan and maintain household schedules and routines.**
- **Flexibility to work evenings and weekends.**
- **Capacity to manage core member and house finances effectively.**
- **Driver's license (G class)**

Qualifications:

- **Experience supporting people with intellectual disabilities.**
- **Strong leadership and administrative skills.**
- **Ability to communicate proficiently (verbal, written and electronic).**