



## Role Posting: House Leader – Corner House

**Posted:** July 17, 2023

**Closing:** July 24, 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:** L'Arche Daybreak

**Duration:** permanent full time

**Start date:** August 28, 2023

**Salary:** commensurate with experience

**Responsible To:** Homes Coordinator

L'Arche Daybreak 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 are currently looking for a House Leader to share in the life and leadership of Corner House. This is home to 4 female core members and 4 Live In Assistants and is located in downtown Richmond Hill..

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

- Creates and fosters a comfortable and welcoming atmosphere based on the characteristics of house members
- Plans and facilitates inclusive celebrations and traditions in the home that are representative of house members
- 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.
- 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.
- Ensures maintenance and upkeep of physical home, vehicle(s), and all house equipment and supplies
- Ensures regular roles and goals meetings for all assistants, as well as regular team meetings, house meetings and circles of learning. This is a supervisory role.
- Provides orientation and training to all Assistants responsible in the home.
- Ensure that all assistants receive probationary and annual reviews.
- Ensures Assistants have tools and direction needed to perform their tasks

- Ensure ADP schedules, timecards and payroll requirements are completed accurately and on time
- Liaisons with family members or guardians, professionals and specialists
- Collaborates with Leadership team in community as well as with assistants in home
- Scheduled 40hrs/wk including at least one evening/wk and at least one weekend day per month.

**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
- Valid G Class driver's license'

**How to Apply:**

- Please apply with a resume and cover letter to Assistants Coordinator, at [carlenedanes@larchedaybreak.com](mailto:carlenedanes@larchedaybreak.com)