



HOUSE ASSISTANT ROLE DESCRIPTION

Accountable To: House Leader

General: Guided by the Mission and Charter of L'Arche, the House Assistant is part of the team responsible for creating home and supporting the daily life of core members. Participating in the community's model of Shared Leadership, the House Assistant shares with the House Leader responsibilities connected with fostering the community life of L'Arche Tahoma Hope and meeting requirements necessary under licensing.

Program Scope and Location: The house assistant serves as part of the house team with specific responsibilities within the home. The house assistant will, at times, be asked to serve on various committees for the community. These can range from planning celebrations and prayers, to being part of discernments, such as mandates or community council.

Quality of Experience for Core Members:

- Respect and be committed to understanding the history of the core members.
- Promote the personal & spiritual growth of the core members.
- Develop caring and authentic relationship with core members and support core members' desires to develop and maintain relationships with others.
- Know and follow support plans (NCP, goals, PBSP, log journals, etc) and participate in plan updates.
- Take responsibility for the appearance, hygiene and health of core members as outlined in care plans.
- Support core members at medical appointments and take responsibility for all related documentation/follow up.
- Administer core member medications according to outlined procedures.
- Support core members with good stewardship of money and possessions.

Quality of Experience for Staff:

- Participate fully in all meetings, including Residential Team Gathering, Team/House Meetings, and Functional Accompaniment.
- Be a welcoming presence in home to any guests, volunteers, and fellow community members.
- Foster healthy relationships with housemates, core members' families, neighbors, professionals, friends outside the community...
- Help plan and participate in house celebrations - birthdays, anniversaries, holidays, etc.
- Take ownership of the cleanliness and maintenance of your home, as well as its yard and vehicles.
- Support the team in house responsibilities, taking ownership of specific areas. (Medication management, money management, volunteers, etc.)

Community Expectations

- Learn and try to use the Rules of Cooperation in communication, conflict, and meetings in order to help foster cooperative living.
- Commit to the mission and philosophy of L'Arche
- Respect the history of the home, the community and L'Arche.

- Show flexibility and responsiveness to core member needs
- Participate in retreat and formation opportunities.
- Participate and, when asked, support the planning/execution of Community Nights, Community Weekend, Community Vacations and other community gatherings and traditions
- Engage with L'Arche spirituality and how it is lived in the homes/programs.

Skills and Qualities Needed:

- Ability and openness to listen to people – both verbal and non-verbal listening.
- Sense of humor about life.
- Committed to personal growth.
- Self Awareness/self-initiating regarding self-care (spiritual, physical, intellectual, emotional and relational needs.)
- Willingness to accept and use constructive feedback.

Minimum Qualification:

- At least 18 years of age
- GED/High School diploma
- Driver's license (Ideally)
- Social Security #

Trainings/Certifications: (Can be completed upon hire)

- CPR/First Aid
- WA State Food Handler's Card
- 2 step TB Test
- WA state Background Clearance and Federal Fingerprints
- HIV AIDS Training
- 40hr Core Training