

ROLE DESCRIPTION LIVE IN ASSISTANT L'ARCHE HEARTLAND

The live-in assistant is responsible for facilitating community, ensuring a warm and loving environment and providing a high quality of life for the core members.

As a member of the community, the live-in assistant shall:

- know the Charter of L'Arche
- welcome guests, families, volunteers, new assistants and core members to the home
- be responsible for the overall growth and direction of the home
- be a strong role model of appropriate behavior
- supervise the responsibilities of the respite assistants and core members
- foster appropriate relationships between all members of the home
- foster positive and supportive relationships with families and professionals
- attend community nights and other community events
- attend required meetings and facilitate house meetings
- ensure that birthdays, anniversaries and other special occasions are celebrated
- ensure that community vacations and outings are planned and implemented
- coordinate and communicate a schedule to other assistants for completing necessary documentation and housework
- provide formation and support for new assistants
- provide information and formation for volunteers

As a support to people with disabilities a live-in assistant shall:

- maintain an orientation of growth and development in each core member
- schedule and document medical appointments
- be responsible for medications, prescriptions, documentation and scheduling RN consulting
- ensure that safety drills are conducted and documented
- be responsible for the personal hygiene, personal appearance, laundry, cooking, meal preparation, cleaning, finances, shopping, recreation and leisure activities, making friends and developing relationships, making choices and meeting personal goals outlined in action plan

- follow state regulations
- turn in monthly finance reports for each core member
- attend core member meetings and conferences
- ensure that core members are able to practice their faith privately and corporately
- maintain confidentiality

As a member of the home the live-in assistant shall:

- ensure appropriate meal planning and preparation
- be responsible for the monthly home and grocery budget and turn in receipts and documentation as required
- maintain household by participating in
 - cleaning
 - seasonal grounds maintenance
 - periodic check of safety devices
 - ensure necessary home repairs are reported and completed
 - maintain house vehicle and use vehicle responsibly

As a 'co-worker' with others in the home the live-in assistant shall:

- live and work cooperatively
- have respect for others
- care, confirm, challenge and celebrate
- maintain open communications
- recognize and call out the special gifts of each person

Accountability: To the community leader and/or community coordinator

Qualifications:

- a person who has lived or worked in a community with persons with disabilities
- a person with good organizational skills
- a person committed to the philosophy of L'Arche
- a person with good communication skills
- a person with the ability to deal with conflict objectively
- have a valid drivers license (21 years of age or older is preferable)
- have a high school diploma or equivalent
- pass all required background checks
- pass required pre-employment readiness evaluation

Training Required (all provided after being hired):

- CPR
- First Aid
- Medication Administration
- Rights and Responsibilities
- Abuse, Neglect and Exploitation Training
- Emergency Preparedness
- Documentation Training

Evaluation:

Initially evaluated after the 3 month probationary period and then yearly by the community leader.