



# POSTING

**START DATE:** Monday, March 25<sup>th</sup>, 2024

**POSITION: COMMUNITY LIFE, INCLUSION AND OUTREACH (CLIO) COORDINATOR** (Full time position)

**DESCRIPTION OF POSITION:** See below

**ACCOUNTABLE TO:** Community Leader/Executive Director

**APPLICATION PROCESS:**

The complete role description, L'Arche's Mission and Identity, Servant Leadership model, and application form are available from the Human Resources Coordinator

Applications must be submitted by **Wednesday, February 21<sup>st</sup>, 2024** to the Human Resources Coordinator at [hr\\_coordinator@larchevancouver.org](mailto:hr_coordinator@larchevancouver.org)

*This role is posted Internally and externally.*

## COMMUNITY LIFE, INCLUSION AND OUTREACH (CLIO) COORDINATOR ROLE DESCRIPTION

**Accountable to: Community Leader/Executive Director**

**Position:**

The Community Life, Inclusion, and Outreach (CLIO) Coordinator collaborates with the Community Leader/Executive Director, the Program Team, Community Inclusion Facilitators, and all community members to strengthen and support the Identity and Mission of L'Arche, L'Arche's Servant Leadership model, policies, government and accreditation standards, and the community life at L'Arche Greater Vancouver.

The CLIO Coordinator directly encourages, trains, and supports team members to create programs that embrace the core values of L'Arche, resulting in high-quality support for individuals with developmental disabilities. The role includes responsibility for welcoming new Individuals and implementing new models of vocational support for Individuals. Additionally, the Coordinator plans, organizes, and facilitates activities and events that enhance community life for all members, with a focus on the needs of those with developmental disabilities.

## **Major Responsibilities:**

### **A. In Relationship to Community Inclusion Programs:**

1. Ensure a clear mission and vision for the upkeep and expansion of Community Inclusion Programs.
2. Oversee day-to-day operations, ensuring program policies meet licensing, accreditation, and government standards.
3. Embrace celebrations, community traditions, and core values in daily program life.
4. Assess abilities, interests, and needs of members, discussing progress/issues with parents/guardians and Community Inclusion Facilitators.
5. Develop and coordinate curricula, education/activities, and programs, including community outreach, lunch programs, celebrations, social enterprise, etc.
6. Implement new Community Inclusion Programs that best meet Individuals' needs and promote L'Arche in the wider community.
7. Provide opportunities for creative expression through art, play, music, and physical activity.
8. Develop, implement, and oversee the production and marketing of L'Arche products.
9. Ensure stability during times of change.
10. Develop the program budget, and oversee finances and expenses.
11. Maintain facilities, prevent/respond to emergencies, and manage Individuals' files and finances.

### **B. In Relationship to the Needs of Individuals:**

1. Work with Homes, House Leaders, and family members to meet Individuals' changing needs and provide adequate care.
2. Welcome new Individuals and implement new support models.
3. Develop and deliver life skills education and training programs for Individuals.
4. Ensure proper medication administration procedures are followed.
5. Facilitate an annual Quality of Life Review for each individual and ensure implementation and follow-up on their personal goals.
6. Regularly review activity suitability and satisfaction for each individual.
7. Address health and safety issues, emergency procedures, and inspections.
8. Liaise with family members, house teams, and government bodies.
9. Maintain Individuals' files and finances.

### **C. In Relationship to Community Inclusion Teams:**

1. Ensure a welcoming, clean, comfortable, safe, trusting, and unified environment.
2. Delegate responsibilities, plan/facilitate regular team meetings, and monitor overall team morale.
3. Provide tools, resources, and training for Community Inclusion Facilitators and volunteers.
4. Coach, supervise, conduct regular roles and goals meetings, and hold annual review conversations.
5. Be responsible for program scheduling and knowledge/information sharing across homes and programs.

6. Hold Community Inclusion Facilitators accountable to L'Arche's core values and requirements of stakeholders.

#### **D. In Relationship to Community and Spiritual Life:**

1. Develop events, programs, and resources related to the L'Arche community and spiritual life.
2. Chair the Spiritual Life Committee and coordinate community committees and major celebrations/events.
3. Liaise with clergy regarding Community Prayer and other events.
4. Coordinate resources for the spiritual growth of community members.
5. Coordinate welcoming of visitors and actively participate in community meetings, events, and gatherings.
6. Support House Leaders/Community Inclusion Facilitators in integrating meaningful spiritual life activities.

#### **E. General:**

1. Develop and maintain the New Individuals Welcome Handbook.
2. Develop, maintain, and deliver New Individuals Orientation/Education Sessions.
3. Conduct regular fire drills and earthquake drills.
4. Participate in the interview, selection, and orientation of new Community Inclusion Facilitators and volunteers.
5. Develop and update program and services-related communication packages.
6. Participate in and implement the Risk Management Plan.
7. Prepare required reports.
8. Perform other related duties as required, including participation on project teams or assistance with special assignments.

#### **Qualifications, Skills Needed, and Position Requirements:**

- Knowledge and commitment to core values of the Servant Leadership model, Identity and Mission of L'Arche, and the Spirituality of L'Arche.
- Previous L'Arche experience or equivalent is an asset.
- Experience in a L'Arche home and similar community programs is an asset.
- Experience with social enterprises is an asset.
- Awareness and sensitivity to cross-cultural issues.
- Post-secondary degree or diploma in a related Human Services/Social Service/Health Care field is required (or equivalent combination of education, training, and experience).
- Minimum 3 years of senior leadership experience in a related field.
- Knowledge of Community Inclusion Programs, legislative/policy, accreditation standards, provincial and other government frameworks and systems, etc.
- Clear police check, including vulnerable sector screening.
- Ability to work both independently and collaboratively within a team.
- Effective under pressure and stay calm in stressful situations.
- Strong decision-making skills, with the ability to give clear directions and exercise authority.
- Excellent interpersonal and conflict resolution skills.
- Demonstrates strong emotional management skills.
- Good organizational and time management skills.



- Effective verbal and written communication skills.
- Proficient in administrative and computer skills such as MS Office.
- Valid Class 5 BC driver's license.
- Valid Standard First Aid & CPR.
- At least 2 COVID-19 vaccinations.

**Evaluation:** To be evaluated by the Community Leader/Executive Director annually.