



POSTING

START DATE: Monday, March 25th, 2024

POSITION: HOME AND SEMI-INDEPENDENT LIVING COORDINATOR
(Full-time position)

DESCRIPTION OF POSITION: Please see below

ACCOUNTABLE TO: Community Leader/Executive Director

APPLICATION PROCESS:

The application form and L'Arche Servant Leadership model is available from the Human Resources Coordinator

Applications must be submitted by **Wednesday, February 21st, 2024** to the Human Resources Coordinator at hr_coordinator@larchevancouver.org

This role is posted internally and externally.

HOMES AND SEMI-INDEPENDENT LIVING COORDINATOR ROLE DESCRIPTION

Accountable to: Community Leader/Executive Director

Position: The Homes and Semi-Independent Living Coordinator collaborates with the Community Leader/Executive Director, the Program Team, House Leaders (HLs), the Semi-Independent Living (SIL) Leader, and all Community members to strengthen and support L'Arche's Identity and Mission. This role aligns with L'Arche's Servant Leadership model, policies, government and accreditation standards, and community life at L'Arche Greater Vancouver.

Major Responsibilities:

A. In Relationship to HLs and SIL Leader:

1. Oversee day-to-day operations of homes and SIL program, providing ongoing supervision of HLs and SIL Leader, and evaluating program policies.
2. Ensure HLs/SIL leaders create a welcoming, clean, comfortable, safe, trusting, and unified home environment.

3. Provide HLs/SIL leaders with tools and resources for confidence and competence in their roles.
4. Coach, supervise, have regular roles and goals meetings, and conduct annual review conversations with HLs/SIL leaders.
5. Ensure professional and skill development for HLs/SIL leaders.
6. Collaboratively plan and conduct HL/SIL meetings.
7. Work with HLs/SIL Leaders to strengthen leadership and resource sharing across the L'Arche homes and community.
8. Hold HLs/SIL Leader accountable to the core values of L'Arche and the requirements of Community Living BC, Fraser Health CARF Accreditation, BC Housing, and other stakeholders.

B. In Relationship to the Care of Individuals:

1. Monitor safety in their working and living environment.
2. Monitor individuals to ensure that their physical, emotional, spiritual, vocational, and recreational needs are met and that adequate care is provided.
3. Address and manage the care and support for individuals based on their changing needs.
4. Oversee individual's and SIL Members' files and finances.
5. Coordinate and assist with professional resources.
6. Coordinate and support HLs/SIL Leaders in facilitating Quality of Life Reviews annually and as needed, ensuring implementation and follow-up on goals and directions set.
7. Ensure proper medication administration procedures for individuals are implemented and followed.
8. Support house teams with family liaison.
9. Monitor and address issues of health and safety and ensure emergency procedures are understood and followed.
10. Develop and deliver individuals' life skills education and training programs.
11. Review any critical incidents occurring in the homes and ensure follow-up.
12. Review all inspections done by Licensing and the Health and Safety committee, keep records, and develop/review action plans.
13. Liaise with the Director of Finance and Support Services and Property Manager regarding the physical upkeep and safety of the homes.

C. In Relationship to the Life Within the Homes:

1. Meet with and accompany house teams, and attend House Meetings regularly.
2. Ensure celebrations, community traditions, and the core values as outlined in the Servant Leader model, are central in the day-to-day life of the homes.
3. Provide stability in the homes during times of change and transition, and ensure there is a reference person when the HLouse/SIL Leader is absent.

D. In Relationship to Community and Spiritual Life:

1. Model and share the Identity and Mission of L'Arche in how it is lived out in the homes.
2. Actively participate in community meetings, events, and gatherings (e.g., Anawim, Prayer, Assistant meetings, Coordinators meetings, etc.).
3. Support HLs/SIL leaders to integrate a meaningful spiritual life into the homes, including times for traditions, prayer, reflections, etc. Ensure diverse spiritual approaches are respected.

E. General:

1. Complete the Fraser Health L'Arche Homes Licensing application.
2. Register new individuals with the BC Housing Registry.
3. Lead and participate in the selection of new individuals.
4. Manage the contractual process, lease signing, etc.
5. Welcome Individuals into their homes.
6. Monitor and verify subsidy payments from BC Housing and/or other government agencies and report discrepancies.
7. Develop and maintain the new Welcome Handbook (Life Skills, Community Resources).
8. Develop, maintain, and deliver new Orientation/Education Sessions (Health and Safety, policies, procedures, and processes, etc.).
9. Participate in the interview, selection, and orientation of new staff and volunteers in the homes and SIL program.
10. Oversee and coordinate scheduling meetings.
11. Maintain relationships with parents/guardians and community services.
12. Maintain and coordinate social events within and across all Homes and SIL programs (e.g., cooking, gardening, coffee, movies, celebrations, community outreach, field trips, etc.).
13. Develop and update program and services-related communication packages.
14. Maintain and communicate policies, procedures, and processes regarding the care of individuals. (e.g., conflict, complaints).
15. Maintain and communicate accessibility policies, procedures, and processes at the organizational level.
16. Prevent, respond to, and report all hazards, near-misses, and incidents.
17. Investigate incidents and make recommendations accordingly.
18. Manage the annual budget, staffing plan, and operating expenses.
19. Use the website to publish information, newsletters/bulletins, and gather applications and feedback, in liaison with the proper department.
20. Manage relationships with Community Living BC and Fraser Health.
21. Participate in and implement the Risk Management Plan.
22. Prepare reports as required.
23. Carry the Emergency cell phone on a rotation basis and be available to respond to an emergency.
24. Perform other related duties as required, including participation on project teams or assistance with special assignments.

Qualifications, Skills Needed, and Position Requirements:

- Previous L'Arche experience or equivalent is an asset.
- Experience of life in a L'Arche home, the role of the House Leader and/or Semi-Independent Living leader is an asset.
- 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 of 3 years of senior supervisory experience in a related field.
- Knowledge of non-profit housing programs, legislative policy, accreditation standards, provincial and other government frameworks and systems, etc.
- Awareness of and sensitivity to cross-cultural issues.
- Clear police check including vulnerable sector screening.

- Knows, is committed to, and can articulate the core values of the Servant Leadership model and the Identity and Mission of L'Arche.
- Models community life and maintains friendships with individuals in the community.
- Ability to work both independently and collaboratively within a team.
- Effective under pressure and ability to 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.