

INTERNAL POSTING

POSITION: Full-Time Live-out House Assistant

WORKING DAYS AND HOURS – Depending on the homes' needs, working days and hours are not fixed. Priorities will be given to applicants who are available on weekdays, weekends, statutory holidays, early mornings and late evenings. This is a full-time position with 40 hours per week.

START DATE: Monday, Aug 18th, 2025

APPLICATION DEADLINE: Resumes must be submitted to Sheren at hr_coordinator@larchevancouver.org by **Friday, Aug 1st, 2025**.

HOUSE ASSISTANT ROLE DESCRIPTION

Position:

The position requires a commitment to the philosophy, policies, and procedures of L'Arche and a desire to share life with people with developmental disabilities, sharing the belief that each of us has a unique gift of self to share. This position requires a person who feels called to "live community" and is willing to build community with a diverse group of people.

Accountable to: House Leader

Major Responsibilities:

1. Core members:

- Creates "home" for everyone in the household.
- Ensures the physical, emotional, spiritual, vocational, social, recreational, and healthcare needs of core members are met to ensure their well-being and growth.
- Assists core members in their personal care routines.
- Takes initiative in exploring and finding activities core members enjoy.
- Advocates for core members in all areas of their life.
- Helps core members build their skills in order to achieve their potential for the highest personal level of independence in personal care and relationships.
- Assists core members in developing and maintaining relationships with family and friends

and develops good boundaries in interpersonal relationships.

- Assists core members with personal finances and maintains financial documentation.
- Completes and keeps current all required documentation and record keeping.
- Treats all information in individual's files, records, evaluations, and discussions as confidential.
- Implements goals and directions set by the Quality Life Review and other support plans as directed by the House Leader.
- Provides physical and emotional safety for each person by setting appropriate limits and ensuring conformity with all health and safety policies and standards.

2. Team:

- Works cooperatively and collaboratively with other team members under the direction of the House Leader.
- Takes responsibility for open communication with other team members and working through conflicts.
- Takes initiative in managing and carrying out household chores including but not limited to meal preparation, shopping, laundry, cleaning, maintenance, etc.
- Actively participates in weekly Team meetings and takes supervision from the House Leader.
- Carries the responsibility for the home when the House Leader is absent.

3. Administration duties:

- Fulfills all administrative duties delegated by the House Leader.
- Follows the schedule and priorities outlined by the House Leader.
- Keeps good financial records and stays within the budget.
- Fulfills and keep up to date with all prerequisites.

4. Community:

- Participates in the planning and presentation of house and Community celebrations and events.
- Attends appropriate meetings, formations, and training.
- Exercises good stewardship and maintenance of house, garden, vehicle, and all Community property.

Other duties as required and directed.

Qualifications, Skills Needed, and Position Requirements:

- Open to developing competence in a wide range of areas including household planning, conformity with standards and policies, individual programming, and personal time management.
- Maturity in dealing with tension and conflict.

- Willing to carry responsibility and maintain professionalism and confidentiality with regard to individual members.
- Physically fit, able to lift and do transfers, able to push wheelchairs.
- Good communication skills.
- Ability to take initiative and work under supervision.
- Class 5 Drivers License with safe driving history.
- Valid Standard First Aid & CPR.

Evaluation:

To be evaluated by the House Leader at the end of the probationary time and annually.