



DAY SUPPORT LEAD

Accountable to: Quality of Life Coordinator

General: In conjunction with the Quality of Life Coordinator, the Day Support Lead is responsible for the day-to-day management of Day Support programming. Guided by the mission and charter of L'Arche, the DS Lead works collaboratively with DS team members to provide meaningful engagement and daytime support for core members (persons with intellectual disabilities).

Program Scope and Location: Day Support operates on weekdays within the residential setting of three of L'Arche's four group homes located in Pierce County south of Tacoma, WA. DS staff work closely with other assistants (residential staff) to ensure quality and consistency of care. The DS team includes the Jesuit Volunteer, the Lutheran Volunteer and three part-time assistants.

Quality of Experience for Core Members

- Along with the Quality of Life Coordinator, guide the Day Support team in ensuring that each core member has a voice in decision making and the planning of his/her own life
- Ensure core members have input on schedules and activities of the group
- Provide direct support to core members and assist with personal care needs, meals, etc.
- Support core members in Individualized Employment (IE) services to access and engage work/volunteer opportunities.
- In collaboration with the Employment Lead, establish employment plans and goals for IE participants.
- Attend annual assessments as employment representative for current Day Support IE participants

Quality of Experience for Assistants

- Ensure welcome, orientation, formation and training for Day Support team members
- Provide functional accompaniment (supervision) and evaluation for Day Support team members
- Share facilitation of daily team check-in and weekly team meeting
- Coordinate participation and welcome of volunteers in Day Support
- Facilitate communication with house teams and ensure consistency between house and Day Support teams

Administrative Responsibilities

- Develop monthly/yearly program activities and planning calendar
- Create and maintain weekly Day Support schedules
- Attend monthly scheduling meetings with house leaders
- Review and make recommendations on PTO and holiday requests within the context of Day Support
- Ensure incident reports are completed and processed in accordance with policy and procedure

- Ensure necessary equipment and materials are available and in good repair
- Oversee cleaning and maintenance of Day Support space
- Maintain knowledge of regulatory requirements for the employment contract with Pierce County Community Connections and maintain all employment records in the required format

Community Expectations

- Model the Rules of Cooperation and foster cooperative relationships
- Show flexibility and responsiveness to core member needs and adjust program plans accordingly
- Commit to the mission and philosophy of L'Arche
- Commit to regular meetings with community accompanier
- Assist with coordination of community events and celebrations
- Willingness to take on other duties as assigned

Skills and Qualities Desired

- Strong interpersonal and communication skills
- Self starter and highly motivated team player
- Ability to listen and respond appropriately to both verbal and nonverbal communication.
- Ability to organize and present information to others
- Committed to own personal and spiritual growth.
- Sense of humor
- Strong personal organization and time management
- Adaptability and flexibility

Minimum Qualifications

- Two-year college degree (may substitute relevant experience)
- Two years work experience with people with intellectual disabilities
- Basic knowledge of common email and office software programs
- Valid driver's license
- Ability to pass fingerprint background check
- Ability to pass 2-step TB test
- Ability to perform lifts and transfers up to 50 pounds

Trainings/Certifications Required (can be completed after hire)

- Home Care Aide / Nursing Assistant Registered with Exemption letter (and necessary accompanying certifications)
- Nurse Delegation
- Peer Coaching
- CPR/First Aid
- Blood Borne Pathogens
- WA State Food Handlers Certificate

Wages and Benefits

20 hour/week live-out position, M-F, will work some holidays. Benefits eligible. Position can be 40-hours per week if combined with another role. Wage dependent on qualifications: starts at \$13.00/hour.

To Apply:

Applicants will submit to info@larchetahomahope.org :

- **Cover Letter** explaining why you are a good fit for the role
- **Current Resume**
- **Responses to Discernment Questions** included on the job description
- **References:** Ask 3 people (including one supervisor) to send references to L'Arche. Reference forms are on our website:

<http://www.larchetahomahope.org/JoinUs/EmploymentOpps.html>

PERSONAL REFLECTION QUESTIONS

These questions will help us get to know you better. Please use no more than a total of two pages to answer all questions.

1. L'Arche's mission is to celebrate the gifts of people with intellectual disabilities. How does this mission speak to you?
2. Joining the staff at L'Arche also means joining a community that brings together people from many different walks of life. Tell us about your experience with building relationship with someone different from you.
3. Describe your style of getting things done. Please give an example.
4. How do you handle supervision and direction from others?

CONFIDENTIAL REFERENCE FORM:

Please have 3 people complete the confidential reference form, with at least one of the people being either a current or former supervisor. The form is found on our website:

<http://www.larchetahomahope.org/JoinUs/EmploymentOpps.html>