



EMPLOYMENT LEAD

Accountable to: Farm & Gardens Coordinator

General: In conjunction with the Farm & Gardens Coordinator and Day Support Lead, the Employment Lead is responsible for oversight of Individual Employment (IE) and day-to-day management of Group Supported Employment (GSE) programs at L'Arche Tahoma Hope. Guided by the mission and charter of L'Arche, the Employment Lead ensures a meaningful employment and vocational experience for core members (persons with intellectual disabilities).

Program Scope and Location: GSE and IE operates weekdays and Saturdays at the Farm & Gardens, located in Pierce County south of Tacoma, WA. The GSE participants work onsite, at local farmers markets in season, and at on and off-site sales year-round. IE also operates in the context of residential Day Support, with work settings in Tacoma, University Place and Puyallup. The F&G team works closely to ensure GSE and IE participants learn and build skills in a supportive and safe environment. The F&G team includes the Jesuit Volunteer, the Lutheran Volunteer, the Grower, and the IE 1:1 Support person.

Quality of Work Experience for Core Members

- Work with and support GSE and IE participants (core members) in all components of their employment / vocational experience
- With the F&G Coordinator, ensure appropriate employment plans and goals are in place for each core member
- Facilitate team support of core members according to their employment plans
- Attend annual assessments as employment representative for F&G core members

Quality of Work Experience for Farm Staff

- Train F&G team members on Pierce County Community Connections contract requirements, including required record-keeping
- Ensure all County contract guidelines for employment vendors are followed
- Provide functional accompaniment (supervision) for the IE 1:1 Support person
- Assist F&G Coordinator in the development of seasonal activities

Administrative Responsibilities

- Maintain all required F&G employment documentation
- Maintain documentation for all necessary Federal and State certificates around employment
- Ensure all required documentation is to current, complete and shared as appropriate.
- Ensure all data tracking processes are followed
- Monitor information and trends around employment and vocational opportunities
- Maintain and build relationships with other employment / vocational vendors.

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

- Assist with coordination of F&G 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
- Ability to multi-task and track multiple layers of programming

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 social media programs.
- Competent in Microsoft Office products, especially Excel
- Valid driver's license
- Ability to pass fingerprint background check
- Ability to pass 2-step TB test
- Ability to lift up to 50 pounds

Trainings/Certifications Required (can be completed after hire)

- Trainings required by the Pierce County Community Connections contract
- CPR/First Aid
- Blood Borne Pathogens
- WA State Food Handlers Certificate

Wages and Benefits

30 hour/week position, Tues-Saturday and occasional holidays. Benefits eligible. Position can be 40-hours/week if combined with another role. Wage dependent on qualifications: starts at \$14.00/hour

To Apply:

- Send Cover Letter explaining why you are a good fit for the role, Resume and Reflection Questions to info@larchetahomahope.org
- 3 Confidential Reference Forms (see below)
- All materials due to L'Arche Tahoma Hope by March 1, 2017

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>