

**Position: Founding Live-In Assistant**

**Location: Eastern Long Island, Suffolk County, New York**

**Start Date: August 2016**

**About L'Arche Long Island**

L'Arche Long Island is centered around one communal home consisting of 4 adult core members with developmental and intellectual disabilities. Nearby affiliate cluster apartment programs with up to 3 core members will eventually join the community as well. A Community Center providing various vocational, social, educational, spiritual and recreational programs and services is located adjacent to the community residence. This center will serve those living in and out of community.

**QUALIFICATIONS AND SKILLS**

- 20 years of age or older
- One plus year experience living in a L'Arche community with a positive recommendation from a previous community/or communities
- Must be able to give at least a 2-year commitment to the community
- Meets all community policies and State and Federal requirements
- Strong verbal and written English communication skills
- College education preferred
- Obtain valid New York State driver's license within first 30 days of employment
- Bilingual proficiency highly desirable

**PERSONAL ATTRIBUTES**

- Desire to live with and learn from people with disabilities
- Positive, creative energy to help form the founding team with the Community Leader and Assistants
- Flexibility to work outside the usual role description to open the first home
- Openness to grow personally and spiritually in community
- Creativity, flexibility, attention to detail, and ability to organize time
- Maturity as demonstrated by the ability to share responsibility for managing a home, work cooperatively as part of a team, take responsibility for health and safety of others, and work with diverse individuals

**Responsibility to and for the Core Members**

- Assist in establishing routines and schedules (self-care, household activities (laundry schedules, house cleaning, etc.)
- Assist in establishing a prayer life - prayer before meals, evening prayer with core members, etc.
- Provides friendship and serves as a role model
- Transportation to medical appointments, church and community activities
- Follow-through on medical appointments – documentation, filling prescriptions
- Helping with the planning of, completion of, and charting of programs and everyday goals
- Helping with the house and community events
- Plan house meetings with the House Coordinator (and/or Community Leader)

**General Responsibilities within the community**

***Contributing to the upkeep of the house and Community Center includes:***

- Decorating the home and/or community center so that it reflects the persons who are living there as well as the spirit of L'Arche
- General cleaning and household maintenance
- Reporting maintenance and repair needs to House Coordinator/Community Leader
- Contributing to the upkeep of the yard and vehicle
- Participate in fundraising events

**Responsibilities to the House Coordinator (and/or Community Leader)**

- Maintaining basic inventory of supplies, writing menus and preparing grocery lists
- Assist with budgeting for core members
- Channeling phone calls to proper person and taking and giving phone messages
- Input all data in computerized system as required by Medicaid and NY State Law daily
- Attend team meetings along with any other scheduled meetings if required
- Assist with education and outreach efforts in the community

**Physical Requirements**

- Physical ability, with reasonable accommodation, to fulfill role responsibilities, including ability to transfer adults from wheelchairs to vehicles, beds, etc. and to lift wheelchairs into and out of vehicles
- Satisfactory health certificate in accordance with regulatory requirements

*L'Arche welcomes applications from people of all ages, races, genders, faiths, and sexual orientations. To apply, contact Dawn Marie Brown at [dawnmarie@larchelongisland.org](mailto:dawnmarie@larchelongisland.org)*

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