



TRAINING COORDINATOR

Accountable to: Residential Director

General: In conjunction with the Residential Director, the Training Coordinator ensures that staff receive orientation, training and formation appropriate to their roles and that accurate records are kept for each individual. Guided by the mission and charter of L'Arche, the Training Coordinator works toward the integration of L'Arche values/philosophy with state requirements.

Program Scope and Location: Orientation and training for new staff takes place typically three times per year. Formation takes place monthly in the fall and spring. The L'Arche Tahoma Hope (LTH) office and spaces in the homes are used for training delivery. Over time, LTH would like to grow a training program that supports the broader caregiving community.

Quality of Life for Core Members

- Ensure core members are included in the development and delivery of orientation and training
- Support routines and additional aspects of daily life in the homes (typically once per week or as needed)
- Strengthen and maintain LTH's ASL program

Quality of Experience for Assistants

- Plan for new staff welcome and orientation, ensuring state requirements are met as well as introduction to community life.
- Coordinate orientation schedules and presenters
- Process welcome paperwork with new employees and those joining through volunteer programs
- Teach 40 hour mandatory curriculum for assistants obtaining Home Care Aide certification
- Work with new assistants to complete all aspects of 75 hour training requirements
- Work with house and program leaders to ensure in-home and/or program orientation is completed within required timeframes.
- Maintain LTH's approved continuing education program with attention to inclusion of core members
- Oversee home maintenance of proper physical requirements and participate in regular fire drills as required by state regulations
- Coordinate monthly formation (reflection community life and L'Arche mission) for one- to three-year assistants
- Support the Residential Director with recruitment
- Train Peer Coaching as needed.

Administrative Responsibilities

- Ensure the following requirements are updated by staff as required by Washington Administrative Code: CPR/First Aid, Blood Borne Pathogens, Background Checks, Home Care Aide/Nursing Assistant Registered renewal, Food Handlers Certificate, review of Abuse and Confidentiality policies
- Ensure those with Home Care Aide or Nursing Assistant Registered certifications obtain necessary continuing education each year.

- Ensure accurate training files are maintained in the office and in the homes and programs
- Ensure fire drill records are accurate, complete and reviewed quarterly
- Attend weekly residential leadership meetings as appropriate
- Maintain knowledge/competence in role by attending state meetings and trainings as applicable.

Community Expectations

- Hold on call responsibilities on a rotational basis.
- Model the Rules of Cooperation and foster cooperative relationships
- 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

- Familiarity with effective teaching techniques
- 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

- Four-year college degree (may substitute relevant experience and 2-year degree)
- At least one year of work experience with people with intellectual disabilities
- Basic knowledge of common email applications and competent in Microsoft Office software programs
- Valid driver's license
- Ability to pass fingerprint background check
- Ability to pass 2-step TB test

Trainings/Certifications Required (can be completed after hire)

- Home Care Aide / Nursing Assistant Registered with Exemption letter (and necessary accompanying certifications)
- Train the Trainer (teach 40 hour curriculum)
- Nurse Delegation
- Peer Coaching
- CPR/First Aid
- Blood Borne Pathogens
- WA State Food Handlers Certificate

Wages and Benefits

20 hour/week position, M-F, will work some holidays. Benefits eligible. Position can be 40-hours per week if combined with another role. May be a live-in or live-out role depending on applicant and community needs and expectations. 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>