



BUILDING COMMUNITIES OF FAITH AND LIFELONG HOMES  
WITH PEOPLE WHO HAVE INTELLECTUAL DISABILITIES

### **Service Team Leader (STL) Role Description**

L'Arche Greater Washington, D.C. provides homes, residential services, and places of belonging for adults who have intellectual disabilities in the context of an intentional, inter-denominational Christian community. L'Arche GWDC operates two homes in Arlington, VA and is seeking a new leader to encourage and support the team of Assistants. The Service Team Leader position serves the needs of core people through the management of a team of Assistants. The STL will work closely with a Home Life Leader in each home, and wider leadership teams. A strong candidate for the STL position will lead through experience, support the growth of each team member, and learn from the mission and people of L'Arche.

*Candidates can make inquiries and submit a cover letter and resume to Caitlin Smith, [join@larche-gwdc.org](mailto:join@larche-gwdc.org) by March 4<sup>th</sup>, 2019.*

#### **Mission of a Service Team Leader**

To lead a team of Assistants in providing competent contract services, within mutually transforming relationships between the Assistants and the core people, in a manner that reveals the gifts of each person being served.

#### **Qualities and Expectations of a Service Team Leader**

1. Grounded and growing in a system of beliefs and values that is consistent with L'Arche's Identity and Mission Statements.
2. Provides management and leadership to support others to realize their full potential.
3. Willing and able to trust others.
4. Creative problem solver and flexible.
5. A desire and willingness to learn and grow.
6. Strong organization and logistical coordination skills.
7. Physically able to assist people with intellectual and physical disabilities.
8. Willingness to assume STL role and perform duties as an Assistant.
9. Willingness to remain in role for 2 or more years.

#### **Supervision**

1. Supervised by Program Coordinator
2. Supervises Team of Assistants and Interns

#### **Role Responsibilities**

##### *Team Leadership*

- Scheduling and coordinating team activities, including calendars of routine schedules, and team meetings, and following up on issues that arise.

- Supervising assistants, providing consistent feedback, meeting every six weeks (or more frequently if necessary), and introductory and annual performance evaluations.
- Collaborating with each Home Life Leader (HLL) to ensure that teams grow in the values and beliefs of L'Arche; ensuring adequate formation, supports in the spirit and practice of hospitality and welcome, monthly team accompaniment, sharing calendars and priorities.
- Assigning and ensuring completion of Assistant's responsibilities, including competent creation and maintenance of all records.
- Participating in the recruitment, selection, welcoming, orientation, training, and evaluation of Assistants and other volunteer roles.
- Supporting the working relationships between the team and other L'Arche leaders and teams.
- Share time with core members on routines.

### *Program Support*

- Liaison with leadership team to address any concerns or issues about the happiness or well-being of any person being served, about the quality of service provision or record keeping, or about the condition of property or vehicles.
  - Participating in quality assurance reviews, inspections, and audits, as directed by Director of Contract Compliance.
  - Establish and follow systems in place to ensure compliance with service contracts including but not limited to, Individual Support Plans and Medicaid/State delivered services.
  - Collaborate with leadership teams to assess, analyze and develop trainings needed.
  - Engage and lead L'Arche community projects and educational efforts; serving as a member of any leadership teams, task forces, or committees as assigned.
  - Participate in creating budgets for those served and within the home, and oversee budget implementation in areas where you or your team have an impact.
  - Ensure and participate in the competent completion of all contract services that are the responsibility of you and your team.
  - Develop and maintain good communication and relationships with people involved in the lives of people served by your team, including family members and guardians, governmental and private agency personnel, and other L'Arche community members and leaders.
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- Increase knowledge and skills by undertaking training in addition to trainings.
  - Speak and behave in a manner that reveals the gifts of each person you serve and those with whom you serve.
  - Fulfill other responsibilities as assigned.