

L'Arche Long Island

Role Description-Live-In and Out Assistant

POSITION SUMMARY: Assistants work to build a relationship of mutual care and support with persons with disabilities; provide direct care supports and skill building for Core Members: personal care needs, money management, medical care, appointments, family and work connections, household chores, laundry, medications, meal preparation, and transportation. Assistants share social time with Core Members and engage in activities in and out of the home in accordance with everyone's interests.

Responsibility to and for the Core Members

- Assist in establishing routines and schedules (self-care, household activities (laundry schedules, house cleaning, cooking, etc.)
- Assist in establishing a routine prayer life - prayer before meals, evening prayer with core members, etc.
- Provides friendship and serves as a role model
- Provide or assist in arranging transportation to medical appointments, church, and community activities
- Follow-up on Core Member medical appointments – documentation, filling prescriptions
- Helping with the planning of, completion of, and charting of programs and everyday goals
- Accompany Core Members to personal events, volunteer opportunities, activities and/or community based group events

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, (even on unscheduled time (everyone who lives in the home is responsible for the upkeep and cleanliness of the home not just when being compensated for such)
- Interfacing with utility companies, scheduling maintenance, or repairs of appliances as per agency schedule or under advisement of Home Life Leader/Community Leader
- Reporting maintenance and repair needs to Home Life Leader
- Contributing to the upkeep of the yard and vehicle and keeping proper documentation
- Participate in outreach, education, and 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 and required documentation
- 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

- Plan and facilitate house meetings with the Home Life Leader and/or Community Leader
- Assist with any other task as requested by the Home Life Leader and/or Community Leader

QUALIFICATIONS AND SKILLS

- 18-20 years of age or older
- One plus year experience living in a L’Arche community with a positive recommendation from a previous community/or community’s a plus
- 1-2-year commitment to the community preferable
- Meets all Community policies, 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
- Strong an, healthy and, clear personal and professional boundaries
- Maintain a professional demeanor when interfacing with local stakeholders, vendors, and community members as a representative of L’Arche
- Positive, creative energy to help form the founding team with the Community Leader and Assistants
- Flexibility to work outside the usual role description and adapt to change
- 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

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. Ability to partake in general household chores and upkeep is required
- Satisfactory health certificate in accordance with regulatory requirements

By affixing my signature to this document and I understand and agree to this role description, meet the qualifications, and will fulfill the responsibilities as a live in or live out Assistant.

Assistant Printed Name: _____

Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____