



**DIRECTOR OF CARE
ROLE DESCRIPTION**

- A. POSITION SUMMARY:** It is the role of the Director of Care to ensure that appropriate and effective programs and services are developed and implemented for the eleven core members (adults with developmental disabilities) living in L'Arche Chicago. The Director of Care will aim to ensure that the core members are affirmed, supported, and encouraged to grow with dignity and respect in all areas of their lives. The Director of Care will lead House Coordinators and Assistants (DSPs) in providing programs, services, and care and advocating for the core members within the community, in their jobs and day programs, with governmental agencies, and other organizations and professionals with whom they are involved. This is a full-time, exempt role with benefits.
- B. KEY RESPONSIBILITIES**
- a. Know and understand relevant federal, state, and local laws and regulations and contract requirements related to core members and assistants, in particular Illinois DHS Rule 115 & 116.
 - b. Oversee health care of core members, including coordinating with community nurse for medication and health needs, attending health care appointments as appropriate, and maintaining health records and all State required documentation in each core member's electronic file (annual physicals, dentist visits, up-to-date prescriptions, etc.).
 - c. Coordinate new employee orientation and training with the Director of Community Life, as well as ongoing in-service opportunities for current assistants.
 - d. Participate in the process of writing annual plans for core members and oversee L'Arche Chicago's role in implementing the plans.
 - e. Chair and coordinate the activities of L'Arche's Human Rights Committee.
 - f. Coordinate behavioral therapist services for core members.
 - g. Monitor house environmental needs and facilitate repairs and purchases as needed with the approval of the Executive Director | Community Leader.
 - h. In coordination with House Coordinators, provide training and support to house teams in managing the homes: household responsibilities, record keeping, finances, communication with professionals, scheduling (including coordinating with part time assistant roster), maintenance and upkeep of house, equipment and vehicles.
 - i. Be aware of and oversee follow-up of any critical incidents and illnesses. Support each home and assist with finding appropriate resources when any core member is in crisis.
 - j. Oversee the core members' participation in job coaching, day programs, and competitive employment, ensuring each core member is adequately supported and has meaningful day programming.
 - k. Spend time in our three homes for monitoring and supervision at least twice a week.
 - l. Coordinate and assist in L'Arche's participation in monitoring surveys, including the development and implementation of plans of correction if applicable.

- m. Provide direct service coverage and/or transportation in emergency situations, where core members' needs warrant, when staff shortages occur, or when budget constraints necessitate.
- n. Participate in the weekly assistants meeting and community leadership team meeting to support community life and planning for community activities.
- o. Carry out, with the Executive Director | Community Leader, activities of screening and interviewing potential new core members and families, and of welcoming and completing governmental processes involved for those approved.
- p. Oversee Illinois Waiver, Illinois SNAP, and Social Security benefits, including monthly billing of the State of Illinois for services provided.
- q. Perform other duties assigned by the Executive Director | Community Leader.

C. REQUIREMENTS FOR THE ROLE

- a. Embraces the mission and values of L'Arche; previous L'Arche or other community living experience strongly preferred.
- b. Demonstrated leadership qualities, with good management and organizational skills, including an ability to work collaboratively and develop the skills of others.
- c. Strong interpersonal, oral and written communication skills.
- d. Objectivity and the ability to listen to others' verbal and nonverbal communication.
- e. Maturity and commitment to one's own personal and spiritual growth.
- f. Good boundaries, self-awareness and stress management.
- g. Should be an Illinois Qualified Intellectual Disabilities Professional (QIDP) or must be able to obtain this certification (more information available upon request).
- h. Experience with people with developmental disabilities required.
- i. Proficiency in computer skills, including the Microsoft Office Suite.

MSW PREFERRED | LCSW WEEKLY SUPERVISION OFFERED

COMPENSATION: Based on qualifications and experience. Benefits included.

APPLICATION DEADLINE: June 14

PREFERRED START DATE: July 25

HOW TO APPLY: Applicants should submit a cover letter expressing interest in the role and a resume to hire@larche.org, addressed to Mic Altena, Executive Director.