

L'Arche Spokane

Community Coordinator

Accountable to: The Community Leader / Executive Director

General: Guided by the mission and charter of L'Arche, the Community Coordinator is responsible for supporting the overall quality of life of the core members and assistants in the community, and management of the homes. The Coordinator oversees orientation, training, and formation for assistants, and volunteers, and provides for direct support for the homes. This role coordinates community life in collaboration with House Leaders and the Leadership Team.

Quality of Life for the Core Members: (Ensure plans and goals for spirituality, physical care, mental health, safety, personal growth/support, and community life are being carried out for each core member.)

- Assist the homes in providing consistency and continuity in the lives of the core members living in the community.
- Ensure that each core member has a voice in the decision-making and planning of his/her own life and in the life of the community. Oversee implementation of the Meaningful Day Program (MD), including the supervision of those acting as MD Coordinators with respect to MD.
- Assist houses to adapt documents and tools used in the houses to be inclusive and meet various Core Member needs and communication styles.
- Lead core member annual assessments; and develop, update and implement Negotiated Care Plans.
- Develop, implement, and update Behavioral Modification Plans for core members as appropriate.
- Be aware of and oversee follow-up of any critical mental health / behavioral incidents. Support and assist each home with finding appropriate resources when any core member is in crisis.
- Serve as an advocate and problem solver for core members as needed.

Quality of Life and Support for Assistants:

- Provide welcome, formation, training and orientation of assistants to L'Arche, L'Arche spirituality, community structures, and open communication in accordance with our Communication Commitment.
- Ensure that each house is aware of the traditions and spiritual life of their home and of the community. Encourage involvement by modeling these practices in each house and program.
- Plan and implement orientation and on-going training of assistants regarding individual core members and core member related issues.
- In cooperation with the House Leader, provide training and support to house teams in managing the homes: household responsibilities; record keeping; communication with professionals; scheduling; cleaning, maintenance, and upkeep of the house, equipment, and vehicles in compliance with the WAC. Ensure that the houses are following their fire and safety procedures (fire drills, evacuation plans, etc.).
- Attend to team members and take opportunities to listen to the life of assistants. Support assistants' personal and spiritual growth. Provide functional accompaniment for House Leaders, and for assistants in the absence of a House Leader.
- Plan and implement the annual calendar of formation and training with the assistance of the Leadership Team.

Administrative Duties:

- Leads recruitment of new assistants in cooperation with the Administrative Team, including the review process for applicants.
- Lead evaluation of House Leaders and assistants after probationary period and annually thereafter.

- Review Assistant work/vacation/holiday schedules with the Office Manager. Sign off on all final vacation/holiday requests.
- File records of certifications, etc. in personnel files
- Maintain and perform quarterly reviews of Licensor, Core Member, Background Check, and Facility Requirements Binders; to ensure all required documents are present, current, and signed. Purge binders annually in accordance with the document schedule.
- Participate in state inspections and evaluations and coordinate any necessary follow-up.

Maintenance and Coordination of Community Life:

- Assist with facilitation of House Leader and Assistant meetings, as needed.
- Attend team meetings of designated houses as appropriate.
- Attend and participate in Leadership Team Meetings.
- Assist with coordination of community events and celebrations (prayer night, community night, retreats, fundraising events, etc.).
- Be aware of and committed to the contents of the following: Current Mandate, L'Arche Identity & Mission Statement, Charter of L'Arche, Employee Handbook, L'Arche Communication Commitment, Policy and Procedure Manuals, Key Elements of a L'Arche Community, and the AFH/Group Home regulations (Washington Administrative Code/WAC).
- Link with the larger family of L'Arche (regional, national, international).

Skills and Qualities Needed:

- **Applicants will be required to pass a criminal background check, including fingerprinting.**
- Strong personal skills: healthy communication, self-awareness, stress management, mature approach to conflict resolution, and objectivity.
- Communicate effectively, both orally and in writing, in situations requiring coordination, instruction, persuasion, consultation, and motivation.
- Ability to establish and maintain professional relationships with core members, team members, volunteers, outside professional staff, guardians, other agencies and the public.
- Ability to develop and implement training and formation for community members.
- Attention to detail; ability to track and coordinate multiple variables.
- Strong organizational and time-management skills.
- Ability to perform role responsibilities with a high degree of initiative and independent judgment.
- Commitment to personal and spiritual growth.
- Confidentiality.
- Sense of humor about life and flexibility.
- Current CPR card, and a valid driver's license.

Training and Experience Preferred:

- Some type of "community-living" experience. Ideally, has lived in a L'Arche community for two or more years.
- Knowledge of and commitment to the mission and philosophy of L'Arche.
- Experience with people with developmental disabilities.
- Health Care credentialing at the level of Health Care Aide or greater.
- Evidence of 1,000+ hours of caregiving experience.
- Education completed: Bachelor's Degree

Non-essential Functions:

Performs other mission related functions as required.