



Community Care Coordinator Role Description

Position Summary:

The role of L'Arche Community Care Coordinator is to be an advocate and ally to our seventeen Residential Core Members (adults with intellectual/developmental disabilities) who require Assistants (Direct Service / Support Professionals/ Caregivers) for activities of daily living. The L'Arche Community Care Coordinator will be responsible for coordinating appropriate and effective services for Core Members of L'Arche Heartland Residential Program. They will ensure that Core Members are affirmed, supported and encouraged to grow with dignity and respect in all areas of their life. The Community Care Coordinator will oversee House Coordinator and Assistants to ensure quality care, advocacy and support of Core Members within the community. Experience in case management or social work duties may help.

Key Responsibilities:

- ***Collaboration with Community Nurse***

- ***Ensure quality of Medical Care for Core Members including:***
 - Scheduling Appointments;
 - Coordinating Follow Up Care;
 - Coordinate with Pharmacy for monthly medications;
 - Coordinate with Company Nurse for initial and ongoing med training.

Key Responsibilities:

- ***Collaboration with Assistant's Coordinator***
 - Supervise House Coordinators and Assistants in the provision of services concerning medical, emotional, psychiatric, and physical needs of Core Members

- Provide initial and ongoing training on Person Centered Support Plans and BASIS tracking

Key Responsibilities:

- ***Oversee compliance with The State of Kansas requirements for all L'Arche programming***
 - Audits and reviews of individual Core Member records to ensure licensing compliance and that L'Arche policies are maintained;
 - Oversee the implementation of Core Member Person Centered Support Plans and completion of their goals in partnership with the House Coordinators;
 - Oversee the record keeping for each individual core members permanent record- i.e. legal documents, risk management, behavioral support plans, medical information and documentation, Annual Plan documentation and financial information;

Key Responsibilities:

- ***Collaboration with L'Arche Heartland Team and Leaders***
 - Attend and actively participate in
 - House Team Meetings
 - Professional Services Meetings
 - Other meetings as needed to efficiently support high quality care and provision of services for the Core Members
 - Advocate on behalf of the Core Members with Service Coordinators, families, consultants and other professionals to ensure the individual needs and desires of core members are met.

Requirements for the role:

1. Embraces the mission and values of L'Arche in meetings, in the community and events where appropriate;
2. Good judgment to manage sensitive and confidential matters, high degree of personal integrity;
3. Approaches work from an organizational perspective with an understanding of how individual actions can impact the whole and can hold the complexity of the needs of an individual of the team;

4. Shows up with kindness and strengths-based leadership;
 - Someone who sees value in every person and communicates respect and encouragement to people at all levels
 - Nurtures the gifts and growths of all and Core Members
 - Ensures that each Core Member has a voice in decision making and planning for their own life
 - Supports the development of each Core Members capabilities.
5. Exhibits a passionate investment in the well-being and success of staff and organization;
6. Strong self-awareness, cultural competency, emotional intelligence and humility, grounded and flexible with a high degree of integrity and transparency;
7. Maturity and commitment to one's own personal and spiritual growth;
8. Good boundaries, self awareness and stress management;
9. Ability to adapt as needed, self-manage and prioritize between multiple demands;
10. Experience with people with Developmental Disabilities (*strongly preferred*).

Applicants should send a resume and cover letter to heartland@larcheks.org