

JOB TITLE: Assistant

RESPONSIBLE TO: House Leader

JOB SUMMARY: Performs any and all required duties in accordance with all regulations and L'Arche philosophy that support home and community life. Assists in the development and implementation of goals for core members through the ISP process. Maintains required training and certifications.

RESPONSIBILITIES:

1. Implement the directives of the House Leader and/or Program Director with regard to the daily routine of the home.
 - a) Meal Preparation
 - b) Transportation
 - c) Documentation
 - d) Knowing and completing responsibilities such as check list assignments.
 - e) Responsible for complying with own work schedule
 - f) Reading and following through with information on the communication log.
 - g) Shopping
 - h) Cleaning
2. Develops a deep sense of responsibility and accountability toward the needs of the core members
 - a) Assists the House Leader and the Program Director in the development and implementation of goals for each core member according to the current ISP.
 - b) Advocates for core members in appropriate situations.
 - c) Supports core members' activities in the home and community.
 - d) Is aware of the capability of each core member and encourages each core member to be as independent as possible.
 - e) Assists core members with personal hygiene.
 - f) Assists core members with mobility needs.
 - g) Assists core members in shopping for their clothing, personal items, etc.
 - h) Accompanies core members to personal appointments i.e., medical, benefits hearing, etc.
 - i) Encourages and supports core members choice regarding spiritual development and church attendance.
 - j) Supports core members in developing and maintaining relationships both inside and outside of the L'Arche Community
3. Demonstrates behaviors and an attitude that support community life.
 - a) Maintains good relationships and is respectful of others within the community.
4. Attends trainings and meetings as directed by House Leader and Program Director.

5. Is familiar with safety procedures and assures the safety of core members, the home, the van, and other L'Arche property.
6. Knows how to document MUI's and UI's.
7. Complies with all financial policies of the home, agency and community.
8. Successfully completes the medication course and follows all policies related to medication administration to core members.
9. Is responsible for reading and following all policies in the Employee Handbook.
10. Exercises authority, as designated, by the House Leader and Program Director.
11. Is responsible for any other duties assigned by the House Leader, Program Director or appropriate staff person which are deemed to be in the best interest for the operation of the home and the welfare of the core members.

QUALIFICATIONS:

1. High School Diploma or equivalent
2. Age 18 or older
3. Valid (Ohio) Driver's License with four points or less
4. Satisfactory credentials and background check
5. Satisfactory ability to lift up to 25 pounds, safely transfer clients, perform household tasks, and respond quickly to emergencies
6. Desire to work with individuals with disabilities in a caring environment
7. Be supportive of the spiritual aspects of a faith-based community/agency.