



## House Assistant – Role Description



### Position Summary:

**Accountable to: House Leader**

Assistants work to build a relationship of mutual care and support with persons with disabilities; foster a home life of unity, mutual respect and participation by all members; 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.

- Learn and understand the Identity and Mission of L'Arche.
- Support celebrations in the home and involvement in life of the community.
- Support an environment of respect and appreciation; support a high quality of personal care for core members with dignity and respect; keep accurate daily records; support Individual Plans of core members; administer medication; prepare nutritious meals; support core members to participate in household routines and tasks and personal finances.
- Develop meaningful relationships in the home and community; be present to house members.
- Understand the impact behaviour has on others; follow through on commitments; address conflict in a timely way; communicate effectively; collaborate and support House Leader and team members; invite and integrate direction, feedback and support in one-on-one meetings and on a day-to-day basis; contribute to positive team dynamics.
- Help core members understand goals and provide the support needed to reach them.
- Prioritize tasks, respect deadlines and get things done; complete fair share of household duties, including shopping for food and household supplies, housekeeping, cleaning, tending to the yard, driving, and laundry; take initiative; accept direction; share in responsibilities for maintenance of the home, furniture, equipment, and vehicle; adhere to the guidelines, policies, and regulations of the L'Arche Community and government bodies; follow all safety and emergency procedures.
- Participate in and support house traditions, prayer and personal reflection; be open to the spiritual life at L'Arche; provide day-to-day support for core members' spiritual practices.
- Include others; express appreciation for others; manage the stress of the role.
- Plan and participate in activities that provide opportunities for relationship in the neighbourhood.

### Basic Requirements:

- Canadian high school diploma or equivalent
- Clear police check including vulnerable sector screening
- Valid CPR & First Aid certification
- At least 18 years of age