



L'ARCHE HOUSE ASSISTANT JOB DESCRIPTION

- Job title:** Live in House Assistant
- Place:** A L'Arche Community house
- Responsible to:** House Leader/Registered Manager
- Responsible for:** Creating a friendly and competently-run home with people with disabilities

Special Conditions: As a member of a L'Arche household you will be living in a Christian Community.

Main purpose of job:

To live and build community as a place of mutual belonging by creating 'home' with others, some of who have learning disabilities. This involves building relationships, providing direct support to service users in accordance with their support plans as a member of a team and sharing the joys and challenges of daily life.

Main duties and tasks:

1. Social and individual support of people with learning disabilities: Enabling people to maintain and become more independent in areas such as personal hygiene, dress, health needs of individuals in the house and some accompanying and facilitating them with their leisure, social, practical, relational and spiritual needs, fostering the development of their ability to make choices and decisions, and taking up the reference role for one person in particular.
2. Building a family atmosphere: By developing relationships with all in the group, assisting in celebrations and supporting spiritual life so that there is an atmosphere of welcome and friendship.
3. Care of the house: Assisting with the cleaning of the house, the shopping, the cooking, the laundry and notifying the House Leader of any maintenance issues.
4. Teams and meetings: Working as one of a team and attending and participating in team and house meetings, reviews of people with learning disabilities and any other meetings requested by the Community.
5. Administration: Carrying out delegated responsibilities for tasks such as record keeping, report writing, managing house or individual finances, medication, First Aid and Fire Safety.
6. Liaison: Being responsible for competent, clear communication with professionals, families of people with learning disabilities, neighbours, friends, visitors and other members of L'Arche who are in contact with the house.
7. Statutory Regulations: Comply with all the Health and Safety, and Registration regulations which apply in the house.
8. Training: to attend training and formation courses as applicable to this community role.
9. General: Perform any other reasonable duties, which are commensurate with the post and may be specified from time to time by the Community.

These job requirements may vary from time to time as the community's priorities change.

December 2010