



At L'Arche, adults with and without intellectual disabilities share life and friendships in community. We envision and inspire a world that welcomes difference and celebrates the gifts of all people.

ROLE DESCRIPTION

L'Arche Heartland Community Leader/Executive Director

OVERVIEW

The Community Leader is responsible for guiding L'Arche Heartland in living authentically the mission and values of L'Arche in its commitment to community among adults with and without intellectual disabilities, finding spirituality in its daily life, while simultaneously maintaining strict compliance with all licensing requirements. This person ensures that the needs of adults with intellectual disabilities are met and that their gifts are promoted both within the L'Arche Heartland community and in the wider environs. The Community Leader leads the implementation of the community mandate consistent with the Identity and Mission of L'Arche. This individual leads, manages, and administers the daily operations of the community in order to meet the financial, legal, and quality standards expected from the governmental authorities. The Community Leader works cooperatively with the Board of Directors, the L'Arche Regional Leader, and the L'Arche Regional Council.

Reports To: L'Arche Heartland Board of Directors.

KEY RESPONSIBILITIES

- **Nurture the spiritual life of the community:** helping articulate the spirituality of L'Arche, ensuring a vibrant communal spirituality as well as nurture and respect for each person's needs.
- **Assure state compliance as a licensed provider of Home and Community Based Supports for Residential and Day Service on the Kansas I/DD Medicaid waiver (adherence to Kansas Article 63):** ensuring persons served exercising of rights and inclusion in decision making for the community; oversee the coordination and management of medical care, planning and implementation of Person Centered Support Plans, and Behavior Support Plans for all persons served with I/DD; oversee the scheduling and supervision of 24 hour staffing at five residential homes for adults with I/DD, as well as the day service; coordinate training for assistants (staff), including Abuse / Neglect & Exploitation, Rights and Responsibilities, Disaster Preparedness, and American Red Cross CPR / First Aid.

- **Guarantee the quality of care for 37 adults with intellectual disabilities (residential and day services):** ensuring and developing the professional skills of the assistant team of 28 employees to meet and exceed Kansas State Requirements for Providers of Community Services; guaranteeing compliance with all regulations, ensuring best practices; implementing a formalized person-centered plan for each individual with a disability; implementing a high level of cooperation/consultation with specialists beyond L'Arche.
- **Build and develop a vibrant community life:** ensuring a close and open presence to all community members; ensuring the organization of community events and meaningful gatherings which include: weekly prayer nights, monthly community nights, regular formation opportunities, and seasonal retreats; guaranteeing the openness of the community to its environs, families and neighbors; building links with L'Arche regionally, nationally and internationally.
- **Raise funds, develop the community, and manage its finances:** nurturing and expanding L'Arche Heartland's' fundraising capabilities; guiding fundraising planning including chairing the Annual Anniversary Celebration; developing and managing, with the help of the executive committee, the \$1.2m budget of the community to ensure it serves the mandate; plan and oversee maintenance and improvements at all 5 homes and 9 vehicles; developing strategic plan to broaden the reach of the L'Arche Heartland community.
- **Promote the message of L'Arche:** promoting a culture of open and active communication in the community and beyond; proactively expanding the diversity of the community where L'Arche plays a role, consistent with the diversity of the greater Kansas City community; developing close relationships/links with relevant state/local authorities, professional organizations and religious leaders.
- **Manage human resources:** supervising, supporting and evaluating direct team members, ensuring a good system of supervision and appraisal is in place for all assistants and employees; implementing an efficient recruitment and skills development process in the community (with special attention to leadership development, and to personal goals of members); supporting and empowering assistants and volunteers in a way that helps them develop their motivation and their vocation/personal mission in life and in L'Arche; working in close relationship with the support structures of L'Arche on all these issues.
- **Work with Other L'Arche Communities:** engage with L'Arche USA and L'Arche International to promote L'Arche and support other communities, attending national meeting, regional councils, and other events.
- **Work with L'Arche Heartland Board of Directors:** provide reports and recommendations, assist in board recruitment and formation, collaborate with the Board on strategic planning and execution.

KANSAS STATE REQUIREMENT (as outlined in Kansas Article 63 – Developmental Disabilities – Licensing Providers of Community Services)

- **30-63-12. Licensing procedure; requirements; duration of license**
(1) Certification that the applicants chief director of services, regardless of title, is qualified to develop and modify, if appropriate, a program of individualized services to be provided to

persons as defined in K.A.R. 30-63-1, as evidenced by that individuals having either of the following:

(A) A bachelors or higher degree in a field of human services awarded by an accredited college or university;

-or-

(B) work experience in the area of human services at the rate of 1,040 hours of paid work experience substituted for a semester of higher education, which shall mean 15 undergraduate credit hours, with at least eight full-time semesters worth of either satisfactorily passed education or work experience;

(2) certification that the applicants chief director of services, regardless of title, is qualified to supervise the delivery of a program of services to persons, as evidenced by that individuals having one of the following:

(A) At least one year of experience in a senior management-level position with a licensed provider;

(B) at least two years of experience as either a case manager or a services manager with supervisory authority over at least two other individuals providing direct services to persons; or

(C) at least five years of experience delivering direct care services to persons;

(3) three letters of reference concerning the applicants chief director of services, regardless of title. Each letter written shall be by an individual knowledgeable both of the applicant and of the delivery of services to persons;

STRONGLY DESIRED QUALITIES AND QUALIFICATIONS

- Demonstrated leadership and organizational management experience, as well as proven fund-raising abilities with individuals and foundations
- Leads, manages and collaborates with people at all levels, and in the spirit of L'Arche's six principles of leadership: servant leadership, subsidiarity, accountability, partnership, involvement and solidarity
- Experience working with people from diverse backgrounds, especially populations that struggle with discrimination and exclusion
- Inspires trust, holds tensions well, and makes clear decisions
- Experience with program management and state government regulations related to persons with intellectual disabilities preferred
- Person of faith and hope, courage and integrity, with a discerning spirit
- Clear, effective communicator and attentive listener
- Committed to good self-care and a healthy work/ home life balance
- Humble and able to recognize a need for others; willing to ask for help
- Proficient computer skills for managing finances and professional communications
- Knowledge of L'Arche history, as well as L'Arche professional, community, and spiritual life
- Relationships with local funders preferred
- Prior experience working with a Board of Directors or Advisory Board preferred