

ROLE DESCRIPTION LIVE-OUT ASSISTANT L'ARCHE HEARTLAND

The live-out assistant is responsible for facilitating community, ensuring a warm and loving environment and providing a high quality of life for the core members.

As a member of the community, the live-out assistant shall:

- know the Charter of L'Arche
- welcome guests, families, volunteers, new assistants and core members to the home
- be a strong role model of appropriate behavior
- foster appropriate relationships between all members of the home
- foster positive and supportive relationships with families and professionals
- attend community nights and other community events as available
- attend required meetings if scheduled
- ensure that birthdays, anniversaries and other special occasions are celebrated in conjunction with live-in

As a support to people with disabilities a live-out assistant shall:

- maintain an orientation of growth and development in each core member
- be responsible for the personal hygiene, personal appearance, laundry, cooking, meal preparation, cleaning, finances, shopping, recreation and leisure activities, making friends and developing relationships, making choices and meeting personal goals outlined in action plan
- follow state regulations
- ensure that core members are able to practice their faith privately and corporately
- maintain confidentiality

As a member of the home the live-out assistant shall:

- be responsible for turning in receipts to the live-in assistant
- complete documentation as required
- maintain household by participating in
 - cleaning
 - periodic check of safety devices
 - maintain house vehicle
 - use house vehicle responsibly

As a 'co-worker' with others in the home the live-out assistant shall:

- live and work cooperatively
- have respect for others
- care, confirm, challenge and celebrate
- maintain open communications
- recognize and call out the special gifts of each person

Accountability: To the community leader and/or community coordinator

Qualifications:

- a person who has worked in a community with persons with disabilities
- a person with good organizational skills
- a person committed to the philosophy of L'Arche
- a person with good communication skills
- a person with the ability to deal with conflict objectively
- have a valid drivers license, over 21 years of age
- have a high school diploma or equivalent
- pass all required background checks

Training Required:

- CPR
- First Aid
- Medication Administration
- Rights and Responsibilities
- Abuse, Neglect and Exploitation Training
- Emergency Preparedness
- Documentation Training

Evaluation:

Initially evaluated after the 3 month probationary period and then yearly by the community leader.