

Role Description: Companion Assistant / Direct Support Professional

L'Arche Frederick is an intentional, inter-denominational community that provides residential services and places of belonging for adults who have intellectual disabilities. Our mission is to create homes where the gifts of people with and without disabilities are revealed through mutually transforming relationships.

The House Assistant shares life in the community and provides skilled direct care support to adults with intellectual and developmental disabilities. This is a full-time, hourly position with 5-7 weeks of paid training.

Responsible to: House Leader

Responsibilities: Specific tasks include but are not limited to the following:

- Build a relationship of mutual care and support with persons with disabilities
- Observe the rights and personal dignity of others
- Foster a home life of unity, mutual respect, and participation by all household members
- Learn and follow the policies and procedures of L'Arche
- Work cooperatively with the L'Arche team to create community and support the growth and wellbeing of each member of the home
- Assist core members (adults with intellectual disabilities) with basic hygiene and health needs, which may include toileting, showering, and laundry assistance
- Respect and commit to understand the history of the core members
- Know and follow the core member's person centered plans
- Complete documentation related to medication administration, routine notes, financial logs, etc.
- Assist core members with daily recreational and financial activities and support them in personal growth
- Share household responsibilities including cooking, maintenance of house and yard, upkeep of community vehicles, and transportation for core members.
- Help plan leisure activities, trips, prayer, community nights, retreats, one-on-one outings with core members
- Attend regularly scheduled meetings
- Develop supportive relationships with friends and families of core members, and professional human service workers (case workers, health care providers, etc.)
- Complete all required training in a timely manner
- Welcome guests and visitors into the home
- Undertake other duties as assigned by the House Leader

Required qualifications:

- Desire to work with, to learn from, and to relate to people with intellectual disabilities
- Full COVID-19 vaccination with booster vaccines if eligible
- 18 years of age or older
- Eligible to work in the United States
- High School Education or GED equivalent
- Desire to work in the context of an intentional, inter-denominational Christian community and to respect beliefs and spiritual journeys of people from a variety of religious and philosophical backgrounds (L'Arche Frederick welcomes assistants from all faith traditions and those who do not have a faith affiliation)
- Creativity, flexibility, attention to detail, and ability to organize time
- Fluent enough in English to read, understand, and implement health care plans and respond appropriately in emergency situations
- Able to pass a background check (no prior history of crimes against other people, financial exploitations, or crimes related to the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance)
- A current/valid driver's license with a clean motor vehicle record (no DUI or super-speeder tickets, etc)
- Willing to become certified in First-Aid/CPR and in crisis de-escalation technique
- Physical ability, with reasonable accommodation, to fulfill role responsibilities, including ability to transfer adults from wheelchairs to vehicles, beds, etc. and to lift wheelchairs into and out of vehicles

Preferred qualifications:

- At least one year of experience in working with individuals with developmental disabilities
- A willingness to make a two-year commitment to L'Arche Frederick

I have reviewed this job description and I understand the responsibilities as they have been outlined above. I also understand that my job may change on a temporary or regular basis according to the needs of the organization. If I have any questions about job responsibilities not specified in this description, I will discuss them with my immediate supervisor (the House Leader).

Employee signature

Date

Supervisor signature

Date