



HOUSE LEADER

Role Summary: The House Leader is responsible for the overall integration of the L'Arche mission in the day-to-day life of the home, while planning and overseeing high quality support for each person with an intellectual disability, known in L'Arche as "core members". As a member of the Leadership Team, the House Leader manages the supervision, support, training, and formation of all assistants and volunteers in the home. As a member of the household, the House Leader leads a group of people with and without intellectual disabilities in creating a loving, trusting home life. As a member of the community, the House Leader works alongside others in L'Arche Frederick to share and spread the mission of L'Arche, modelling inclusion and hospitality.

Supervisor: Community Leader | Executive Director

Key Responsibilities:

- Create and foster an inclusive and welcoming atmosphere based on the characteristics of all house members
- Lead a household of persons with and without intellectual disabilities in building relationships of mutual care and support
- Collaborate on the creation of policies & procedures, home & organizational culture,
- Provide direct support to core members in the home and actively participate in the sharing of daily home life
- As a member of the Leadership Team, ensure quality care and regulatory compliance
- Support the development and implementation of each core member's Person-Centered Plan that fosters independence, community integration, and respect, allowing the core member to live out their vision of a good life
- Ensure the medical, financial, safety and spiritual needs of each core member are fully met
- Serve as an advocate and primary contact for core member's family, guardians, service coordinators, medical professionals, L'Arche Frederick delegating nurse, and the greater community
- Responsible for the scheduling within the home and ensuring adequate support at all times
- Provide regular supervision and accompaniment of assistants, including 90 day and annual evaluations, to ensure competency and develop a relationship of trust and collaboration
- Work alongside the Community Leader and bookkeeper to ensure that household finances are organized and in agreement with the designated budget
- Participate in the recruitment, selection, welcoming, orientation, and formation of household members
- Assign and ensure completion of house, property, and vehicle care responsibilities
- Schedule and facilitate weekly house meetings to ensure all household members have opportunities to participate in planning, sharing, and decision-making in a meaningful way

- Join with founding house members to nurture the common spiritual life in the home, and call all members to participate
- Work alongside core members and assistants to integrate the household and community in the life of the neighborhood
- Coordinate welcome for guests and volunteers, creating a welcome and hospitable atmosphere
- Assist in the planning and facilitating of events, holiday gatherings, retreats, trips, and fundraisers
- Foster communication and sharing between other L'Arche communities

Qualifications and Expectations:

- A desire to live and work in an intentional community
- Experience supporting persons with intellectual disabilities
- Bachelor's degree
- Two years' experience in human services
- Commitment to personal and professional growth
- Strong interpersonal, oral, and written communication skills
- Previous L'Arche or community living experience (*strongly preferred*)
- Able to live in the home for one year (*strongly preferred*)
- Previous supervisory experience of diverse teams and demonstrated ability to build a supportive, cohesive team (*strongly preferred*)
- Sensitivity and respect for diversity in all areas, including age, culture, sexual orientation, faith, gender identity and language
- Valid driver's license and ability work in the U.S.
- Able to show proof of full Covid-19 vaccination

Physical Requirements:

- Annual physical exam, completed prior to employment
- May require driving up to 8 hours
- May require frequent bending, walking, and standing up for up to 8 hours
- May require lifting at times, up to 25 pounds

This role description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.

Employee Date

Supervisor Date

L'Arche Frederick is an Equal Opportunity Employer. Applicants will be considered without regard to race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or any other classification protected by federal and state laws.