



## Role Posting: Respite Coordinator

**Posted:** October 22, 2021

**Closing:** November 15, 2021

L'Arche is an organization in which people with and without intellectual disabilities share life together based on stated core values, as articulated in our Servant Leadership Model. We live, work, and learn together in our 30 communities across Canada. Founded in 1964, L'Arche strives to shape a more human and just society where each person's gifts are known and celebrated.

**Position:** Respite Coordinator

**Location:** L'Arche Lethbridge

**Duration:** Full time (40 hrs/wk), up to one year (Maternity Leave)

**Start date:** December 6, 2021

**Annual Salary:** Starting at \$41,371

**Responsible To:** Assistants Coordinator

### **Position Summary:**

The Respite Coordinator is a member of the community's Leadership Team, responsible for the recruitment, hiring, on-boarding and on-going development of all Respite and Volunteers. The Respite Coordinator works in partnership with House Leaders to ensure the training, development, and support of Respite so that the Identity and Mission of L'Arche, the Servant Leadership Model, policies and government standards in the homes are well integrated. The Respite Coordinator works with the Leadership Team and outside resources to train and support the growth of Respite and Assistants to work with House Leaders and teammates to create homes that embrace the core values of L'Arche, thus resulting in high quality care for individuals with developmental disabilities.

### **Location:**

- We currently have three L'Arche homes in Lethbridge, Alberta where people with and without disabilities live together. The Respite Coordinator works out of our L'Arche Lethbridge office and spends some time in our homes.

### **Major Duties and Responsibilities:**

- Is responsible for screening and hiring Respite (including Overnight) Workers and Volunteers in accordance with the policies and procedures, laws, and regulations of L'Arche Canada and Alberta Employment Standards.
- Ensures all incoming Respite and Volunteers are welcomed and well connected into the homes; teaches them to create warm, welcoming, and comfortable, home environments.
- Nurtures the gifts and growth of all Respite; ensures annual reviews and other support processes are in place and effective; works with House Leaders to support each Respite.
- Is willing and able to step in and provide direct support to Core Members in the homes when needed.
- In collaborate with others on the Leadership Team, coordinates and supports the organising and leading of community celebrations and events with a particular responsibility for the ongoing work of the Spiritual Life Committee.
- Plans, supports and facilitates regular schedule of training for all Assistants and Respite; provides high quality and relevant training so that learning needs are met and members with developmental disabilities

are cared for and supported with respect and dignity; ensures Respite know how to do their role well and are trained in a timely fashion.

- Monitors dynamics between Respite and Volunteers and the homes and provides support and resources to manage conflict and healthy communication.
- Under the supervision of the Assistants Coordinator, takes a main role in the implementation of L'Arche Canada's new Human Resources Information System in L'Arche Lethbridge.
- Responsible for all HR-related activities with respect to Respite: benefits, payroll, policy review and development, personnel records.
- Works together with the Assistants Coordinator to recruit local 'best-fit' candidates for open positions; participates in the local Recruitment Committee.
- Supports L'Arche throughout the federation. Is knowledgeable on initiatives at the regional, national and international levels and shares this knowledge with the homes.
- Seeks out opportunities for personal growth. Models life sharing and the values of L'Arche for others.
- Coordinates with Leadership Team and House Leaders to set schedules, training times, and support resources as necessary.

### **Qualifications, Skills Needed and Position Requirements:**

- Previous L'Arche experience (assistant, board member, volunteer, etc.) or equivalent
- Post-secondary degree or certificate; knowledge and/or training in HR practices or ability to learn
- Fluent in spoken and written English
- Clear police check including vulnerable sector screening
- Ability to admit mistakes and learn; asks for and accepts help when needed
- Ability to be flexible and manage the stress of multi-faceted responsibilities and supervision
- Can remain calm, and focused in times of uncertainty and crisis, and can give clear directions
- Works collaboratively, models and promotes conflict resolution, and is appreciative of others' efforts
- Is organized and able to set priorities and follow-through on commitments in a timely fashion
- Excellent verbal and written communication skills
- Good administrative skills, organized and demonstrates time management skills
- Ability to problem solve, assist in reaching solutions and obtaining necessary resources
- Computer proficiency, knowledge of Excel, and ability to learn new database

### **How to Apply:**

Please submit your resume, including a minimum of three reference contacts, along with a cover letter outlining your desire for and fit with this role by November 15, 2021 to Marie Moyer, Assistants Coordinator, at [mmoyer@larchelethbridge.org](mailto:mmoyer@larchelethbridge.org).