



## Director of Human Services and Advocacy Role Description

L'Arche Greater Washington, D.C. provides homes, residential services, and places of belonging for adults who have intellectual disabilities in the context of an intentional, inter-denominational Christian community. L'Arche GWDC currently operates in Washington, D.C. and northern Virginia and is amid an exciting time of growth in Arlington, VA. The Director of Human Services and Advocacy will join an established Executive Leadership Team to provide supervision in the areas of program coordination, quality assurance and human resources.

**Role Summary:** The Director of Human Services and Advocacy leads and manages all aspects of L'Arche's Medicaid Waiver and local government contract services delivery and advocacy on behalf of L'Arche, its mission, and the people it supports. The goal of the Director of Human Services and Advocacy role is to, along with the Community Leader, protect, facilitate, and expand the mission of L'Arche through leadership and systems that sustain L'Arche's people and resources.

**Reports To:** Community Leader|Executive Director

**Supervises:** DC and VA Program Coordinators, Quality Improvement Manager, Director of Human Resources, and other roles as needed.

### **Responsibilities:**

#### *Accountability and Collaboration*

- Develop and maintain good working relations with the Community Leader|Executive Director and Executive Leadership Team.
- Report to Board of Directors in areas of service provision, legal compliance, and advocacy.
- Sustain and Enhance L'Arche's working relationships with government agencies, service providers, and advocacy groups.
- Participate, and lead as appropriate, in meetings with L'Arche Board of Directors, government agencies, provider coalitions, and internal meetings.
- Assist L'Arche communities and L'Arche Federation structures in areas of expertise.

#### *Advocacy*

- Stay informed and advocate on behalf of L'Arche and its people, and share about L'Arche's mission in the human services context.
- Operate internal human rights committee and human rights compliance.
- Develop and coordinate advocacy plan for L'Arche, collaborating on education and outreach initiatives, managed by communications and development team.

#### *Program Services Delivery and Quality Assurance Programming*

- Ensure high quality implementation and compliance with Medicaid Waiver and local government disability services contracts in D.C. and Virginia, in a manner consistent with L'Arche's identity and mission.
- Supervise the regular review and updates to organizational policies and procedures, quality improvement plans, compliance and risk management, and training of relevant employees.
- Proactively and as needed, respond to daily life events, such as emergencies,

### *Operational Oversight*

- Manage external consultants and counsel in areas including employment, Medicaid compliance, real estate, HIPAA, disability rights, etc.
- Supervise human resources management including payroll, insurance and benefits, personnel policies, professional development programs, employee orientation, and resolution of personnel issues.

*Other duties as necessary to fulfill responsibility or as assigned by the Community Leader|Executive Director and Board of Directors.*

### **Qualifications and Skills**

- Motivated by the Identity and Mission Statement of L'Arche as a way of providing human services and advocacy.
- Preferably a graduate degree, or equivalent experience, in area relevant to responsibilities, e.g. social work, law, business, non-profit management.
- At least 5 years of professional and management experience relevant to responsibilities, and supervision of leadership.
- Possess qualifications of Qualified Intellectual Disability Professional (QIDP) in DC and VA.
- Experience with or ability to learn:
  - Supervision of Human Service Programs, including professional collaboration, development of programs, documentation, and health and aging care needs,
  - Compliance with regulations of disability services and benefits, eg. Medicaid, Medicare, Social Security, DC and VA licensing,
  - Contract negotiation and compliance, and human resources management,
- Clear and thoughtful written and oral communication.
- Effective in planning, organizing, and managing self and others to accomplish goals.
- Able to establish and maintain trusting and effective role-related relationships with a wide variety of people, including community members, leaders, board members, and representatives of government and private agencies.
- Willing to make three-year commitment.

### **Salary & Benefits**

- Meaningful, mission-based, and community-focused work.
- Annual salary range \$60,000-\$95,000, based on experience.
- Excellent Medical, Dental and Vision coverage for self and dependents. Fully paid disability and life insurance and matching 401k contributions after one year.
- Professional Development Opportunities, including L'Arche Federation retreats and events.
- Generous paid time off; including floating holidays and sick time.
- Hybrid role of approximately 40% at L'Arche, 60% virtual or at L'Arche.

*L'Arche is an Equal Opportunity Employer.*

Signed:

Date:

