



## House Coordinator

|                   |                      |                 |                                  |
|-------------------|----------------------|-----------------|----------------------------------|
| <b>Department</b> | Residential          | <b>Hourly</b>   | 40-45hr/week Starting at \$25/hr |
| <b>Supervisor</b> | Residential Director | <b>Status</b>   | Regular, Full-time, Nonexempt    |
| <b>Revised</b>    | July 2024            | <b>Location</b> | Tacoma, WA                       |

**General:** Guided by the Mission and Charter of L'Arche, the House Coordinator is responsible for overseeing the management of the home and nurturing the growth and direction of its members. While fostering an attitude of shared leadership, the House Coordinator acts as the primary reference person within the home with regard to core member care, supervision of staff, and ongoing home life

**Program Scope and Location:** The House Coordinator serves as a member of the residential leadership team (RLT) and supports homes in their care of core members. This role directly supervises each assistant working in the home they oversee. The House Coordinator has a primary workspace in the home in the Summit area of Pierce County, south of Tacoma, WA.

**Direct Reports:** 4-7 house assistants

### Core Member Support – 35%

- Coordinate core member assessments, including: scheduling and participation of core members.
- Ensure that care plan updates and goal reviews are completed in a timely manner and executed in the home.
- Support consistency in the lives of the core members and respect their history and practices.
- Ensure that each core member has a voice in the decision making and the planning of their own life, in the life of the community, and in their spirituality and personal growth.
- Schedule, attend and follow up on core member medical appointments.
- Support core members to develop and maintain their relationships with housemates, families, community members, employers, professionals, and friends outside of L'Arche.
- Communicate with Guardians and Case Managers regarding any changes in core member lives.

### Supervision of Assistants – 20%

- Run weekly team meetings and facilitate, as needed, residential team gathering.
- Facilitate in home orientation and routine shadowing for new assistants to the home.
- Encourage and support the professional growth and goal setting for assistants/employees.
- Provide monthly supervision to assistants/employees, including 90-day and annual evaluations.
- Review and make recommendations on PTO requests within the context of the home.
- Facilitate and promote team building with assistants within the home.
- Guide Assistants in all required daily documentation.

### Administrative – 30%

- Ensure house assistants are trained on and completing house responsibilities and fill the gaps when assistants aren't able to complete them.
- Ensure all core members' files and house records are kept current.
- Create weekly house schedules.
- Manage MITC timesheets for assistants and provide user support as needed.
- Perform daily documentation as needed.

### Residential Leadership Team Responsibilities – 10%

- Together with RLT, organize and plan residential supports for all community events.
- Ensure quality In Home Orientation happens for each new assistant.

- Participate in yearly house checks to ensure all state and AFH requirements are being met.
- Provide care for core members in each home, adjusting office hours to support schedule gaps.
- Participate in rotational on call responsibilities, including holding the residential emergency cell phone.
- Flex schedule to respond to both planned and unplanned needs of the home.
- Maintain knowledge/competence in role by attending state meetings and trainings as applicable.

**Community Expectations – 5%**

- Contribute to and model participation in community life through support of residential and community gatherings and seasonal celebrations.
- Model the Cooperative Communication tool and foster cooperative relationships.
- Commit to the mission and philosophy of L’Arche.

**Minimum Qualifications**

- HS Diploma or GED
- Excellent ability to communicate clearly and with compassion
- Two years’ work experience with people with intellectual disabilities
- Commitment to L’Arche mission and manner of sharing life with core members
- Basic knowledge of common email applications and competent in Microsoft Office software
- Driver’s license/Ability to drive others
- Ability to pass fingerprint background check
- Ability to pass 2-step TB test or provide evidence of adequate therapy

**Trainings/Certifications Required (can be completed after hire)**

- Home Care Aide / Nursing Assistant Registered with Exemption letter and necessary accompanying certifications
- Peer Coaching Training
- 40hr Core Train the Trainer
- Nurse Delegation in all three L’Arche homes
- CPR/First Aid & Blood Borne Pathogens
- WA State Food Handlers Certificate

**Physical Requirements**

- Ability to perform lifts and transfers up to 50 pounds, with training
- Physically support core members in using walkers and wheelchairs
- Bending and squatting to assist core members in activities of daily living
- Roll core members while in bed to assist in dressing

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date