



L'Arche St. Louis
Role Description – House Coordinator

Summary of Position: As a member of the Coordination Team, the House Coordinator is guided by the Mission and Charter of L'Arche and is responsible for supporting the overall quality of life of the Core Members and Assistants in a designated home. He/She provides direct support, as well as oversees the management and administrative responsibilities within the home. The role coordinates community life within the home and collaborates with the Coordination Team, Assistants' Coordinator, and Community Leader to foster a healthy, respectful, and compassionate living environment.

Organizational Relationships: Reports to the Community Leader, provides oversight (accompaniment) to Assistants, and is a general support to Core Members in a designated home

Essential Duties:

Quality of Life for Core Members – *The House Coordinator addresses and ensures that plans and goals for spirituality, physical care, medical care, safety, personal growth, and community life are being carried out for each Core Member. The House Coordinator:*

- Provides 10-15 hours of direct support weekly in the home and actively participates in the sharing of daily home life
- Serves as an advocate and primary contact for Core Member's guardians, Missouri Department of Mental Health (DMH) Support Coordinator, medical professionals, and greater St. Louis Community
- Develops and implements Core Member Individual Support Plan (ISP) that fosters independence, community integration, and respect
- Ensures that the medical, financial, safety, and spiritual needs of each Core Member are fully met, and that all documentation is completed and submitted in a timely manner

Quality of Life for Assistants – *The House Coordinator welcomes assistants, works with the Assistants' Coordinator to provide formation and training, and fosters an environment of open communication and personal growth for the assistant team. The House Coordinator:*

- Facilitates weekly team meetings and participates in regular formations and trainings
- Provides functional accompaniment and training to Assistants, to develop a relationship of trust and collaboration
- Serves as a liaison between Assistants, Coordination Team, and Community Leader, to ensure that the personal and spiritual needs of assistants are being met
- Prepares the home for when Guests or Volunteers visit, and creates a welcoming and hospitable atmosphere

Administrative Responsibilities – *The House Coordinator ensures that all daily, monthly, and annual documentation for the home is completed, filed, and ready for review by the Missouri Department of Mental Health (DMH), audits, and all Review Boards. The House Coordinator:*

- Ensures that Core Member Daily Notes and Monthly Reports are completed, signed, filed, and reviewed by DMH Support Coordinator

- Schedules and facilitates monthly meetings with Community Nurse and DMH Support Coordinator
- Ensures that Core Member ISP is implemented appropriately and reviewed throughout the year to meet the specific needs of the Core Member
- Collaborates with DMH, Medicaid/Medicare, doctors, and pharmacy to provide coordinated care for Core Members
- Works alongside Community Bookkeeper to ensure that household finances and food/supply spending are organized and in agreement with the designated budget
- Ensures that home and vehicle are maintained and that safety precautions are developed, followed, and documented

Sharing the Mission of L'Arche – *The House Coordinator works alongside other members of the L'Arche St. Louis Coordination Team and the Community Leader to share and spread the Mission of L'Arche to the greater St. Louis Community. The House Coordinator:*

- Attends and actively participates in Coordination Team meetings
- Assists in the planning and facilitating of Community Nights, holiday gatherings, retreats, trips, and fundraisers
- Fosters communication and sharing between other L'Arche USA Communities

Qualities & Qualifications:

- Embraces Mission and Values of L'Arche
- Bachelor's Degree
- Strong organizational and time-management skills to balance responsibilities
- Strong interpersonal, oral, and written communication skills
- Maturity and commitment to one's own personal and spiritual growth
- Experience with people with developmental disabilities preferred
- Experience as a L'Arche Assistant preferred

Physical Requirements:

- Physical exam and TB test prior to commencement of employment, and annually thereafter.
- Must be free of communicable diseases.
- May assist in the transfer of individuals to/from wheelchair, chair, bed, toilet, vehicle, etc.
- May require lifting at times, up to 25 pounds.
- May require prolonged walking and standing for up to eight hours.
- May require frequent bending, stooping, and stretching.
- May require driving, up to 8 hours.
- May require working with difficult emotional and physical behaviors (e.g., physical and verbal aggression, seizures, etc.)

Evaluation: To be evaluated annually by a process facilitated by the Community Leader