



P.O. Box 21471
Washington, D.C. 20009
PHONE: 202-232-4539
FAX: 202-986-1492
EMAIL: info@larche-gwdc.org
www.larche-gwdc.org

Interim VA Program Coordinator

L'Arche GWDC is seeking an interim Virginia Program Coordinator for June-September 2023 for full-time hybrid work, with an opportunity for conversion to a permanent position. A strong candidate will possess skills for clear and regular communication with community members, experience in the disability field, value organization and documentation, and demonstrate success as a leader and supportive team member.

To Apply: Candidates can submit a resume, and answer to the follow questions to hr@larche-gwdc.org by Monday, May 22nd. Applications will be reviewed on rolling basis.

1. Describe a collaborative leadership team you've been a part. What was successful? What was challenging?
2. What are key steps you utilize in coordinating projects?
3. If your work schedule/priorities are adjusted unexpectedly, how do you respond?

Role Summary: The interim VA Program Coordinator will provide leadership and administrative support to the VA homes, overseeing all aspects of service provision, and reporting for L'Arche's Medicaid Waiver and Human Care Contracts in Arlington, VA for a leave period.

Reports to: Human Services Leader

Supervises: Service Team Leader, Specialty Assistants, Interns and volunteers as assigned.

Qualifications:

- Motivated by the Mission of L'Arche, easily integrates these values with service provision
- Experience with leading teams, building trust, and infusing energy into work!
- Highly organized, follows through with projects independently.
- *Preferred*, qualifications of [Qualified Intellectual Disability Professional \(QIDP\)](#).

Role Responsibilities:

VA Program Services

- Maintain systems for ensuring compliance with federal, state, and local laws and contracts
 - Completion of Quarterly reports, daily documentation, and goal progress
 - Prepare Monthly residential meetings with Arlington County Services Board
- Communicate with providers of professional services, day programs, and guardians.
- Provide documentation necessary to Finance team to submit Medicaid Billing, annual fee agreements, social security benefits, etc.
- Monitor core member health and wellness, including significant health observation documentation, and healthcare provider visits (scheduling, preparation, documentation)



P.O. Box 21471
Washington, D.C. 20009
PHONE: 202-232-4539
FAX: 202-986-1492
EMAIL: info@larche-gwdc.org
www.larche-gwdc.org

- Be present in homes to build relationships, monitor services, provide direct service coverage for 8-10 hours/week

Supervision and Collaboration

- Collaborate with VA Leadership Team, including partnership with Home Life Leader and supervision of the Service Team Leader to ensure integration of contract services with L'Arche community life in a way that holistic and consistent with L'Arche's mission.
 - Regular meetings and assessment of ongoing needs
 - Liaison with emergent needs such as hospice care coordination and palliative care
- Supervise Service Team Leader in leading team of assistants
 - Facilitate programming changes with teams
 - Encourage growth in assistants through support of supervisor evaluations and goals
 - Responding to matters of core people's needs
- Collaborate with Recruitment and Training Coordinators to ensure all VA new and current employees are welcomed and in compliance with onboarding, orientation and annual training requirements.
- Lead the emergency line duties and share in rotation approximately 1-2 weeks/month.
- Support Quality Assurance Manager with governmental audit and inspection needs, as assigned.

Other limited duties as assigned.

Salary & Benefits

- Hybrid (minimum of 60% in-person), floating holidays, paid vacation & sick time, invitation to formation, trainings, and professional development
- \$38,000-\$55,000/annually, on-call payment, excellent and low-cost medical/dental/vision coverage.