



Creating a more human society where people with and without intellectual disabilities share life together.

Role Announcement 2024 Virginia Program Coordinator

L'Arche Greater Washington, D.C. (GWDC) provides homes, residential services, and places of belonging for adults who have intellectual disabilities in the context of an intentional, inter-denominational Christian community.

The Virginia (VA) Program Coordinator will make L'Arche's mission known through their work by overseeing all aspects of service provision and reporting for L'Arche's Medicaid Waiver and Human Care Contracts in Arlington, VA.



L'Arche GWDC is seeking a passionate professional to coordinate the services of the VA Community and make the gifts of people with disabilities known.

A strong candidate will enjoy regular communication with community members, have experience in the disability field, demonstrate excellence in attention to detail and documentation, and succeed as a supportive team leader.

To apply, submit the following to join@larche-gwdc.org by Friday, September 6th:

- Cover letter
- Resume
- Answers to the following reflection questions (500 words or less for each)

Reflection Questions:

1. What strategies do you use to ensure that the gifts of people with intellectual disabilities are recognized and celebrated?
2. Describe a time when you successfully led a team in a program or service delivery setting. How did you ensure that the team remained focused and motivated?
3. How do you approach communication with community members, including those with intellectual disabilities, their families, and other stakeholders?





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VA Program Coordinator: Role Description

L'Arche Greater Washington, D.C. provides homes, residential services, and places of belonging for adults with intellectual disabilities in the context of an intentional, inter-denominational Christian community. The Virginia (VA) Program Coordinator will make L'Arche's mission known through their work by overseeing all aspects of service provision and reporting for L'Arche's Medicaid Waiver and Human Care Contracts in Arlington, VA.

Reports to: Director of Human Services and Advocacy

Supervises: Service Team Leader, Program Coordinator Assistant, Interns, and volunteers as assigned.

Qualifications:

- Motivated by the Mission and Identity of L'Arche Communities and willingness to integrate the values expressed by L'Arche documents into service provision.
- Desire to love the people of L'Arche and to develop mutual relationships of trust and transformation.
- Desire to learn from people with disabilities and their networks of support.
- Capacity to learn and assume leadership responsibilities.
- Highly organized and able to follow through with projects independently.
- Experience in L'Arche or other similar community or service providers.
- Possess qualifications of Qualified Intellectual Disability Professional (QIDP) by VA Department of Behavioral Health and Development Services: at least three to five years of documented experience working directly with individuals who have an intellectual disability or other developmental disabilities and at least a bachelor's degree in a human services field, including, but not limited to sociology, social work, special education, rehabilitation counseling, or psychology.
- Openness to remaining in the role for at least three years.

Role Responsibilities:

VA Program Services

- Maintain systems for ensuring compliance with federal, state, and local laws and contract requirements related to L'Arche's services in Arlington, VA.
- Write individual service plans (ISPs) and oversee implementation of these plans for VA core people.
 - Ensure timely and accurate completion of ISP quarterly reviews
 - Coordinate communication with guardians
 - Oversee required recordkeeping, including progress notes, data sheets, medication logs, and schedules of services.
- Coordinate development and implementation of formal behavioral support plans according to government requirements; develop and monitor informal behavioral support strategies as needed.
- Obtain and maintain resources, such as adaptive equipment, for proper implementation of programs.



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- Collaborate with providers of professional services—psychiatry, nutrition/wellness, sexuality education, and others as necessary.
- Collaborate with Training Coordinator to ensure all VA direct care employees (assistants, STL, interns, etc.) are following orientation and annual training requirements.
- Be present in homes to build relationships and to monitor services.
- Oversee and participate in rotation of on-call duties and to provide direct service coverage in emergency situations.

Supervision and Collaboration

- Collaborate with community leadership to ensure integration of contract services with L'Arche community life in a way that holistic and consistent with L'Arche's mission.
- Supervise Service Team Leader in leading team of assistants.
 - Facilitate programming changes with teams.
 - Encourage growth in assistants through evaluations and goals.
 - Responding to matters of core people's needs.
- Supervise Program Assistant by delegating responsibilities as appropriate.
- Collaborate with Arlington County Community Services Board and other professionals and agencies to ensure competent services and contract compliance.
- Collaborate with the Quality Improvement team to address governmental audit and inspection needs, as assigned.
- Provide documentation necessary to Business Manager and Finance team to submit timely and accurate Medicaid Billing, annual fee agreements, social security benefits, and the use of Medicaid/Medicare funding for purchases as applicable.
- Oversee health care needs of core people.
 - Monitor healthcare provider visits, documentation (appointment/assessment logs)
 - Oversee medication administration (TME training, recordkeeping, pharmacy)
 - Create and maintain documentation of medical care—health histories, passports, and related protocols.
- Collaborate with DC Program Coordinator to ensure consistency in programming.

Other duties as assigned.

Salary & Benefits

- Meaningful, mission-based, and community-focused work
- Annual salary range \$59,000-\$70,000, based on experience.
- Excellent Medical, Dental, and Vision coverage, fully paid disability and life insurance, and matching 401k contributions after one year
- Professional Development Opportunities
- 20 days paid vacation and 13 days paid sick.
- Hybrid role of 40% at L'Arche, 60% virtual

L'Arche Greater Washington DC is an equal opportunity employer.