



Assistant Role Description

L'Arche GWDC provides homes, residential services, and places of belonging for adults with intellectual disabilities (core members) in the context of an intentional, inter-denominational Christian community. An assistant should have the desire and capacity to learn from and relate to core members. The goal of a assistant is to support the mission of L'Arche to "reveal the gifts of people with intellectual disabilities through mutually transforming relationships."

Reports to: Service Team Leader

Qualifications:

- Desire to work with, to learn from, and to relate to people with intellectual disabilities
- Desire to work in an interdenominational Christian community
- Independence, initiative and maturity as demonstrated by:
 - Ability to share responsibility for managing a home
 - Ability to work cooperatively and constructively as part of a team
 - Ability to take responsibility for health and safety of others
 - Ability to work with diverse individuals
- Trustworthy and responsible
- Sturdy emotional disposition
- Creativity, flexibility, attention to detail, and ability to organize time
- Ability to learn about intellectual disabilities, mental health, health disorders, and related physical conditions and treatment approaches
- Ability to learn and implement simple nursing care, first aid skills, behavior management strategies, personal and environmental hygiene, etc.
- Ability to learn and complete online and paper documentation
- Physically able to fulfill direct care responsibilities; including ability to transfer adults from wheelchairs to vehicles, beds, etc. and to lift wheelchairs into and out of vehicles
- Ability to commit for minimum of one year
- Strong verbal and written English communication skills
- Satisfactory criminal background check
- Non-usage of illegal drugs on or off the job
- Spanish proficiency highly desirable
- 18 years of age or older
- High School diploma or equivalent; college education preferred
- Health certification permitting assumption of role
- Proof of U.S. citizenship or visa status permitting employment in the U.S.
- Valid driver's license and ability to drive comfortably in the city preferred

Duties and Responsibilities:

- To build a relationship of mutual care and support with persons with disabilities
- To observe the rights and personal dignity of others
- To foster a home life of unity, mutual respect, and participation by all members
- To learn and implement the policies and procedures of L'Arche
- To provide direct care supports, training, assistance and supervision for, and empower core people in:



- Personal care needs (clothing, hygiene, eating, etc.), money management, medical care, appointments, family and work connections, household chores, laundry, medications, meal preparation, transportation
- Achieving personal goals and performing programmatic activities as noted in core person plans and adequately documenting all necessary information,
- Communicating and self-advocating effectively with doctors and other professionals
- To participate on a team, including sharing responsibility for:
 - Household and yard maintenance, cleaning, property upkeep, shopping, and household financial management
 - Scheduled routines
 - Regularly scheduled meetings
 - Overnight awake routines as needed
- To complete all required training in a timely manner
- To complete all required paperwork and records in a timely manner
- To communicate and advocate effectively with doctors and other professionals
- To accompany core people on vacations and community trips when needed
- To undertake other duties as needed

L'Arche Greater Washington DC is an Equal Opportunity Employer.