



ASSISTANT ROLE DESCRIPTION

A. POSITION SUMMARY: L'Arche Chicago centers around three communal homes and 10 adults who have intellectual disabilities who are members of an intentional, inter-denominational Christian community (the “core people” of the community). Assistants provide skilled direct care supports to core people, ensure their safety and well-being, and support their integrated participation in all aspects of daily life. Assistants will learn how to serve and how to relate to others in this unique and vibrant environment. Most assistants live-in L'Arche Chicago homes and receive room and board in addition to their salary and benefits. There are also a limited number of live-out assistant roles available.

B. KEY RESPONSIBILITIES

a. Inter-personal accompaniment of core members

- listen, talk and share experiences with core members to build mutual relationships
- learn what is important to each core member
- offer support and advice to help core members navigate personal situations (work, family, inside L'Arche, etc)
- provide input and feedback to help core members make good decisions and progress towards personal goals

b. Practical accompaniment of core members

- Drive core members where they need to go
- Help core members schedule appointments with doctors, therapists, social worker, other professionals
- Help core members schedule dates with family and friends
- Order, pick up, and administer medications
- Help core members with banking, shopping and other aspects of daily life
- Provide feedback and/or assisting with daily hygiene needs

c. Active participation in spiritual life and community activities

- Take turn planning evening prayer with core members
- Share at least some worship experiences with core members, other assistants
- Share responsibility for planning monthly community night
- Attend L'Arche Chicago fundraising and social events
- Attend regional, national and federation retreats and gatherings

d. Record keeping and paperwork

- Complete state of Illinois required 40 hour training

- Initial and sign core member med books on daily basis
 - Track, chart and sign core member ISP goal tracking sheets as required by individual goal set-ups
 - Record core member spending money
 - Make required annual medical appointments and complete required paperwork
 - Conduct and record fire, tornado and any other required safety drills
 - Complete and file incident reports as necessary
- e. Physical maintenance of property and related responsibilities**
- Purchase groceries, cleaning items and other household goods with help of core members
 - Prepare healthy meals with help from core members
 - Clean house, launder house linens, maintain yard, shovel walk, etc with help from core members
 - Maintain vehicles

C. QUALIFICATIONS AND SKILLS

- 18 years of age or older
- Strong verbal and written English communication skills
- College education preferred
- Desire to work with, to learn from, and to relate to people with intellectual disabilities
- Desire to work in the context of an intentional, inter-denominational Christian community and to respect beliefs and spiritual journeys of people from a variety of religious and philosophical backgrounds (L'Arche Chicago welcomes assistants from all faith traditions and those who do not have a faith affiliation)
- Creativity, flexibility, attention to detail, and ability to organize time
- Maturity as demonstrated by the ability to share responsibility for managing a home, work cooperatively as part of a team, take responsibility for health and safety of others, and work with diverse individuals
- Valid driver's license and ability to drive comfortably in the city strongly preferred
- Ability to learn about intellectual disabilities, mental health, health disorders, simple nursing care, behavior management strategies, personal hygiene, etc.
- Ability to commit for minimum of one year
- Physical ability, with reasonable accommodation, to fulfill role responsibilities
- Satisfactory health certificate in accordance with regulatory requirements
- Satisfactory criminal and healthcare worker background checks