



## OVERNIGHT ASSISTANT ROLE DESCRIPTION

**Accountable To:** House Coordinator

**General:** Guided by the Mission and Charter of L'Arche, the Asleep Overnight House Assistant is part of the team responsible for creating home and supporting the daily life of core members. Participating in the community's model of Shared Leadership, the Asleep Overnight House Assistant shares with the House Coordinator in the responsibilities connected with fostering the community life of L'Arche Tahoma Hope and meeting the requirements necessary under licensing.

**Program Scope and Location:** The Asleep Overnight House Assistant serves as part of the house team with specific responsibilities within the home. This assistant will be located in one of the homes and available during the night in case of urgent core member needs. Some chores such as laundry or dishes are required but the assistant may sleep or relax during their overnight shift so long as the core members do not need assistance.

### Quality of Experience for Core Members:

- Develop a caring and authentic relationship with core members
- Know and follow support plans (NCP, goals, PBSP, log journals, etc) and participate in plan updates
- Take responsibility for the appearance, hygiene, and health of core members as outlined in care plans
- Administer core member medications according to outlined procedures
- Support core members with good stewardship of money and possessions

### Quality of Experience for Staff:

- Participate fully in all training and certification requirements
- Be a welcoming presence in home to any guests, volunteers, and fellow community members
- Take ownership of the cleanliness and maintenance of the home, as well as its yard and vehicles
- Support the team in house responsibilities, taking ownership of specific areas

### Community Expectations

- Commit to the mission and philosophy of L'Arche
- Respect the history of the home, the community, and L'Arche
- Show flexibility and responsiveness to core member needs

### Skills and Qualities Needed:

- Ability and openness to listen to people – both verbal and non-verbal listening
- Sense of humor about life
- Commitment to personal growth
- Self Awareness/self-initiating regarding self-care
- Willingness to accept and use constructive feedback

**Minimum Qualification:**

- At least 18 years of age
- GED/High School diploma
- Driver's license
- Social Security #

**Training/Certifications: (These can be completed upon hire and all mandatory training hours are paid by L'Arche.)**

- CPR/First Aid
- WA State Food Handler's Card
- 2 step TB Test
- WA state Background Clearance and Federal Fingerprints
- HIV AIDS Training
- 40 hr Core Training
- Nursing Assistant-Registered (NAR)/Home Care Aide (HCA) Certificate

**Job Specifics:**

Pays \$18 an hour

Hours are from 9:00 pm to 7:00 am

Up to 40 hrs/week