



## HOUSE ASSISTANT ROLE DESCRIPTION

<b>Department</b>	<b>Residential</b>	<b>Hourly</b>	<b>40-50hr/week \$20-\$21.50/hr</b>
<b>Supervisor</b>	<b>House Coordinator</b>	<b>Status</b>	<b>Regular, Full-time, Nonexempt</b>
<b>Revised</b>	<b>July 2024</b>	<b>Location</b>	<b>Tacoma, WA</b>

**General:** Guided by the Mission and Charter of L'Arche, house assistants are Direct Support Professionals and expected to maintain a standard of care in line with properly supporting and protecting the well-being of the core members. Participating in the community's model of Shared Leadership, the House Assistant shares with the House Coordinator responsibilities connected with fostering the community life of L'Arche Tahoma Hope and meeting requirements necessary under licensing.

**Program Scope and Location:** The house assistant serves as part of the house team with specific responsibilities within the home. At times the house assistant will be asked to support in any of the three residential homes. The house assistant may also be asked to serve on various committees for the community. These can range from planning celebrations, to being part of discernments, such as mandates or community council. This position primarily works on site.

### **Support of Core Members: 50%**

- Notice and address the needs of the Core Member with immediacy and kindness.
- Be aware of and proactive in care of Core Member's living space and belongings.
- As outlined in the care plans, take responsibility for the appearance, hygiene and health of core members paying special attention to changing needs as they age.
- Respect and be committed to understanding the history and traditions of the core members.
- Promote the personal & spiritual growth of the core members.
- Develop caring and authentic relationship with core members and support core members' desires to develop and maintain relationships with others.
- Help with the development and updates of support plans as delegated by House Coordinator.
- Support core members at medical appointments and complete all related documentation/follow up.
- Administer core member medications with accuracy according to outlined procedures.
- Practice good stewardship of money and possessions of Core Members

### **Administrative: 40%**

- Participate fully in all meetings, including Residential Team Gathering, Team/House Meetings, and Supervision; share observations and ask questions.
- Be a welcoming presence in home to any guests, volunteers, and visitors from the state.
- Foster cooperative relationships with other assistants, core members' families, neighbors, professionals, etc.
- Complete thorough communication and follow through from meetings, phone calls, conversations with other professionals, etc. documenting when needed and ensuring needed information is shared with those involved.
- Check email and respond in a timely manner.
- Help plan and participate in house celebrations - birthdays, anniversaries, holidays, etc.
- Take ownership of the cleanliness and maintenance of the homes, yards and vehicles.

- Accurately complete specific responsibilities assigned by the House Coordinator, such as Medication management, money management, physical requirements, etc.
- Ability and willingness to learn and properly perform skills required by state licensing.
- Maintain all required trainings/continuing education.
- Drive Core Members as needed.

**Community Expectations: 10%**

- Learn and use tools in Cooperative Communication, conflict, and meetings
- Commit to the mission and philosophy of L'Arche
- Respect the history of the home and the broader community of L'Arche.
- Participate in retreat and formation opportunities.
- Participate and, when asked, support the planning/execution of Community Nights, Community Weekend, Community Vacations and other community gatherings and traditions

**Physical Requirements**

- Ability to perform lifts and transfers up to 50 pounds, with training
- Physically support core members in using walkers and wheelchairs
- Bending and squatting to assist core members in activities of daily living
- Roll core members while in bed to assist in dressing

**Skills and Qualities Needed:**

- Ability and openness to listen to people – both verbal and non-verbal listening.
- Sense of humor about life.
- Committed to personal growth.
- Self Awareness/self-initiating regarding self-care (spiritual, physical, intellectual, emotional and relational needs.)
- Willingness to accept and use constructive feedback.

**Minimum Qualification:**

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

**Trainings/Certifications: (Can be completed upon hire)**

- CPR/First Aid/BBP
- WA State Food Handler's Card
- 2 step TB Test
- WA state Background Clearance and Federal Fingerprints
- 40hr Core Training
- NAR/HCA/CNA/RN Credentialing

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Employee Signature

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Date

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Manager Signature

\_\_\_\_\_  
Date