



Vocational/Employment Specialist

Department	Outreach and Programs	Wage Range	\$20-\$24/hr
Supervisor	Outreach and Programs Director	Status	Regular, Full-time, Nonexempt
Start Date	April 2025	Location	Tacoma, WA

General: Guided by the Mission and Charter of L'Arche, the Vocational Specialist directly supports our Farm core members (people with intellectual disabilities) with supported employment. Participating in the community's model of Shared Leadership, the Vocational Specialist shares in the responsibilities connected with fostering the community life of L'Arche Tahoma Hope and meeting requirements necessary under licensing.

Program Scope and Location: The Vocational Specialist serves as part of the Outreach and Programs team with specific responsibilities within the Group Supported Employment County contract to support Farm Core Members with their goals related to employment, personal growth and development at L'Arche Farm and Gardens. At times the Vocational Specialist will work in the Welcome Center but this role primarily works outside at L'Arche Farm and Gardens. The Vocational Specialist may also be asked to serve on various committees for the community. These can range from planning celebrations, to being part of discernment processes, such as mandates or community council. This position primarily works on site.

Support of Core Members: 50%

- Provide training, support and follow-up to adults with I/DD (core members) working at L'Arche Farm and Gardens to create meaningful employment for them
- Work with core members to identify their own goals and hopes for their employment at L'Arche Farm and Gardens
- Work with core members to find creative, accessible, adaptable processes or practices to do their Farm tasks.
- Learn and utilize best practice tools and processes for discovery, community mapping, job development, job support and retention; County terms to assist core members
- Participate in inclusive processes to develop natural supports and supportive environments at L'Arche Farm and Gardens and in the wider community
- Create accessible practices and documents to elicit feedback for those receiving services to give feedback and input on program design and implementation. Use that feedback to increase participant satisfaction.
- Respect and be committed to understanding the history and traditions of the core members.
- Develop caring and authentic relationship with core members and support core members' desires to develop and maintain relationships with others.

Administrative: 40%

- Timely completion of required documentation that supports the goals and experiences of individuals receiving Group Supported Employment services, including service plans. Write detailed support notes and track hours supported for individual core members.
- Communicate regularly with the Outreach and Programs team and the L'Arche Farm and Gardens staff with regard to service delivery and day-to-day details of program planning and operation.
- Work with MITC software program to assist core members in clocking in and clocking out and editing their timesheet.
- Attend Farm core members' annual assessments.

- Photograph activities and upload for future use in communications.
- Participate fully in all meetings, including Outreach and Programs Team Meetings and Supervision; share observations and ask questions.
- Attend and network at local resource fairs and other events to connect with potential new families, volunteers and partnering communities/organizations
- On request, foster inclusive activities that encourage engagement with one another and individual skill-building for participants of all abilities.
- Ensure a safe and inclusive environment that balances the dignity of taking risks with opportunities for growth.
- Be a welcoming presence to any guests, volunteers, and visitors from the County.
- Foster cooperative relationships with other staff, 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 community celebrations - birthdays, anniversaries, holidays, etc.
- Take ownership of the cleanliness and maintenance of the properties and vehicles.
- Ability and willingness to learn and properly perform skills required by County 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, 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
- Ability to work outdoors in all weather conditions

Skills and Qualities Needed:

- One year of experience working with people with I/DD
- 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 21 years of age
- Ability to read and write in English
- Ability to use Microsoft Office software products and Gmail programs
- GED/High School diploma
- Valid driver's license/Ability to drive others
- Social Security #
- Authorized to work in the United States
- Able to commit to program hours as scheduled, which may include evenings and weekends
- Ability to work with a team, gaining satisfaction from completion of shared as well as individual goals

Trainings/Certifications: (Can be completed upon hire)

- CPR/First Aid/BBP
- WA State Food Handler's Card
- 2 step TB Test
- Must pass WA state Background Clearance and Federal Fingerprints
- DDA/DSHS Person Centered Planning/Support training
- Wise Certified Employment Support Professional (CESP)
- Pierce County Human Services Contract Requirements
- Person-Centered Thinking Training
- L'Arche Community Orientation

Benefits include paid sick and vacation, 92%-paid medical premium, reimbursement of medical deductibles up to limit, no co-insurance, 3% IRA match, and limited annual dental and vision reimbursement after six months.

Employee Signature

Date

Supervisor Signature

Date