



Outreach and Programs Director

Department	Outreach and Programs	Salary	\$70,000-\$80,000/year
Supervisor	Community Leader/Executive Director	Status	Regular, Full-time, Exempt
Revised	January 2025	Location	Tacoma, WA

General: The Outreach and Programs Director provides vision and direction for L'Arche Farm & Gardens (Farm), Immersion Groups and the Welcome Center (WC), as well as direct oversight of all related regulations and contract compliance. The Outreach and Programs department of L'Arche Tahoma Hope has taken many shapes and forms over the years but will be in a new configuration. The Outreach and Programs Director will be responsible for program development and management, creating systems and structures within the department, researching other models that are used and building the groundwork for the future of L'Arche Outreach and Programs.

Guided by the mission and charter of L'Arche, the Outreach and Programs Director ensures that L'Arche values and traditions are reflected in the daily life of the Farm, our Immersion Groups and the Welcome Center programming. This position oversees recruitment, orientation, training and retention of Farm, Immersion Group and WC team members and is a part of the executive leadership team at L'Arche.

Direct Reports: Farm Manager, Vocational Specialist, Volunteer Coordinator, Food Services Specialist, Welcome Center JV

Services for Client Core Member Duties - 30%

- Respond to emergencies and critical events on the Farm, with Immersion Groups or in the WC program
- Ensure Incident Reports are completed on the Farm and in the WC activities, and fax any needed follow-up
- Flex schedule to respond to both planned and unplanned needs of the Farm, Immersion Group program and the WC program
- Ensure adherence to all agency, Farm and WC policies and procedures

L'Arche Farm and Gardens Program

- Serve as advocate and key contact for Farm core members (persons with intellectual disabilities who work on the Farm) with the Farm Manager, professionals and guardians, specifically in acute situations
- Oversee admission, discharge, and transfer of Farm core members
- Provide direct work oversight of Farm core members at least once per week
- Provide input to Vocational Specialist for Employment Plan updates for Farm Core members

Welcome Center Activities Program

- Participate in WC activities at least once per week
- Develop and implement WC Activities programs, events and partnerships
- Reach out and create relationships with WC participants and their families
- Brainstorm and develop new program funding streams

Management Duties - 40%

- Provide monthly supervision for the Farm Manager, Welcome Center Activities Specialist, Food Services Specialist
- Hold JV contract and supervise the Welcome Center JV with weekly check ins
- Responsible for hiring and performance management of Farm and WC staff, and the Volunteer Coordinator
- Conduct interim and annual review processes for supervisees
- Support Farm Manager in Farm team meetings and planning days as needed; ensuring plans are created for community events, monitoring reports, etc. as necessary

- Lead WC Activities' program team meetings; ensuring plans are created for community events, monitoring reports, etc. as necessary
- Ensure channels of communication with Farm, Immersion Group and WC programs
- Approve bi-weekly timesheets for all Farm, Immersion Group and WC staff

Administrative Responsibilities – 15%

- Give final approval on Farm, Immersion Group and WC staff PTO requests. Coordinate with Farm Manager on vacation requests and schedule.
- Update Farm, Immersion Group and WC policies and procedures as needed, at minimum annually
- Attend Pierce County Human Services (PCHS) vendor meetings as appropriate
- Attend relevant community partner meetings that pertain to current and potential WC and Farm partnerships
- Review communications from PCHS regarding changes and updates to contract requirements and communicate those to staff as appropriate
- Communicate changes in laws and regulations to Farm and WC staff. Make sure changes are reflected in policy, procedure, documentation and training.
- Develop policies and procedures for the Immersion Group and WC Activities programs
- Edit policies and procedures for the Farm
- Create and maintain personnel records containing confidential documents (applications, performance improvement plans, etc) for all supervisees
- Meet with PCHS staff for annual site visit; complete action steps/corrections given by reviewers
- Ensure the Farm and WC facilities are tended to and maintained

Executive Leadership Responsibilities – 15%

- Develop and implement policy and procedures for the organization
- Make and support decisions that contribute to the overall health and future of the organization
- Help guide implementation and measurement of progress on the Strategic Plan and the Mandate, soliciting feedback from core members and staff
- Participate in the Board Meetings and Committees as delegated by the Executive Director
- Participate in preparation of the annual operating and capital budgets
- With the other Directors and Coordinator teams, help vision, schedule, plan and carry out community-wide celebrations, events and spiritual traditions
- Alongside other Directors, make sure the mission, charter and mandate are being lived out by our community practices

Equity and Inclusion

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency.

Community Expectations

- Model Cooperative Communication and foster cooperative relationships
- Commit to the mission and philosophy of L'Arche, including the Pillars of L'Arche Spirituality
- Show flexibility and responsiveness to core member needs
- Ensure that the LTH community enjoys a vibrant community life through visioning, planning and collaborating with leaders and staff

- Foster a spirit of teamwork within the community
- Remain grounded in community and mutual relationships through occasional direct support in the homes

Physical Requirements - Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

- Regularly required to be performing duties outside an office
- Must have the ability to move swiftly in and out of spaces and the ability to lift, push, pull and support heavy objects and other items
- Regularly required to work outside in hot and cold weather
- Ability to perform lifts and transfers up to 50 pounds, with training
- Physically support core members in using walkers and wheelchairs
- Bending squatting to assist core members in activities of daily living
- Roll core members while in bed to assist in dressing

Minimum Qualifications

- Verbal and written fluency in English
- 4-year college degree (or equivalent work experience.)
- Three years of work experience with people with intellectual disabilities
- Two years Leadership experience, including direct supervision and leading effective meetings
- Basic knowledge of common email applications and competent in Microsoft Office software programs
- Must possess and maintain a valid driver’s license. Must be capable of driving LTH vehicles and other people.
- Moderate computer skills including logging on to systems, ability to communicate by email, ability to compose documents, enter database information and download forms
- Ability to pass fingerprint background check
- Ability to pass 2-step TB test or demonstrate appropriate therapies

Trainings/Certifications Required (can be completed after hire)

- CPR/First Aid
- Blood Borne Pathogens
- WA State Food Handlers Certificate
- Home Care Aide / Nursing Assistant Registered with Exemption letter (and necessary accompanying certifications)
- Nurse Delegation

Some remote work possible; the majority of time will be spent onsite

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.