



Vocational and Community Programs Director

Department	Programs	Salary	\$70,000-\$80,000/year
Supervisor	Community Leader/Executive Director	Status	Full-time, Non-exempt
Revised	May 2026	Location	Tacoma, WA

General: The Vocational and Community Programs Director provides vision and direction for L'Arche employment, community inclusion, activities and classes at L'Arche Tahoma Hope's Welcome Center and Farm & Gardens (Farm). This person has direct oversight of all related regulations and contract compliance. The Vocational and Community Programs Director will be responsible for program development and management, creating systems and structures within the department, researching other models that are used and continuing building the groundwork for the future of L'Arche Programs.

Guided by the mission and charter of L'Arche, the Vocational and Community Programs Director ensures that L'Arche values and traditions are reflected in the daily life of all our programs at the Farm and the Welcome Center. This position oversees recruitment, orientation, training and retention of employment, community inclusion, activities and classes team members and is a part of the executive leadership team at L'Arche.

Some remote work is available but this is primarily an on-site role. Some evenings and weekends will be required.

Direct Reports: Vocational Specialist

Management Duties - 40%

- Provide monthly supervision for the Vocational Specialist and any future staff
- Hold JV contract and supervise the Programs JV with weekly check ins
- Responsible for hiring and performance management of Programs staff
- Conduct interim and annual review processes for supervisees
- Lead monthly Programs' team meetings; ensuring communication across programs, sharing big picture planning and building team camaraderie
- Lead Activities' program team meetings; ensuring plans are created for community events, monitoring reports, etc. as necessary
- Ensure channels of communication with employment, community inclusion, activities and classes programming
- Approve bi-weekly timesheets for all supervisees

Services for Client Core Member Duties - 30%

- Respond to emergencies and critical events during employment, community inclusion, activities and classes programming.
- Ensure Incident Reports are completed during employment, community inclusion, activities and classes programming, and fax any needed follow-up
- Flex schedule to respond to both planned and unplanned during employment, community inclusion, activities and classes programming.
- Ensure adherence to all agency policies and procedures.

L'Arche Employment Program (Pierce County Group Supported Employment and Individual Employment Contracts)

- Serve as advocate and key contact for Group Supported Employment 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 core members in our Group Supported Employment program
- Provide direct work oversight of Group Supported Employment core members at least once per week
- Provide input to Vocational Specialist for Employment Plan updates for Group Supported Employment core members
- Direct oversight of all related regulations and contract compliance

L'Arche Activities/Classes Program

- Participate in LTH activities at least once per week
- Build and reach out to community partners and learn from other organizations
- Create schedules and structure of programming
- Develop and implement LTH Activities programs, events and partnerships
- Reach out and create relationships with LTH Activities core members and their families
- Brainstorm and develop new program funding streams

L'Arche Community Inclusion Program (Pierce County Community Inclusion Contract)

- Serve as advocate and key contact for Community Inclusion core members (persons with intellectual disabilities) with the staff, professionals and guardians, specifically in acute situations
- Oversee admission, discharge, and transfer of core members in our Community Inclusion program
- Provide direct work oversight of Community Inclusion core members at least once per month
- Provide input to Vocational Specialist for Plan updates for Community Inclusion core members
- Direct oversight of all related regulations and contract compliance

Administrative Responsibilities – 15%

- Give final approval on Programs' staff PTO requests.
- Update Programs' 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 Program staff. Make sure changes are reflected in policy, procedure, documentation and training.
- 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 members of the leadership team, 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

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 or in the local community

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.

Printed Name: _____

Signature: _____

Date: _____