

**L'Arche Noah Sealth**  
**Live-In Assistant**  
**Job Description**

We should let you know right away that L'Arche is not an ordinary job. For many, L'Arche is a life-changing experience of self-discovery and personal growth. In order to reap the benefits of experiencing a L'Arche community, an Assistant must be passionate about intentional community as a vocation. Sharing in L'Arche community life as an Assistant is an experience that offers a profound grasp on what it means to be human—to build meaningful relationships, to inspire equality, and to welcome others just as they are. Assistants are asked to celebrate the big and small moments of daily life together.

As a candidate for employment, one is not required to have any previous experience with people with an intellectual or developmental disability, being a Home Care Aid, or community living. Indeed for many, L'Arche is their first experience of both.

During the first months, an assistant learns about the values, philosophy, and way of life at L'Arche, undergoes extensive training to become Home Care Aide certified (all training paid for by the community), and develops relationships with the people in their home, gradually taking on more responsibilities. Many assistants have found that their time in L'Arche has been one of the most formative of their life.

**Description:**

This is a full-time (or part-time) position to live and work in the L'Arche home in Seattle's Capitol Hill neighborhood. Assistants build relationships of mutual care and support with people with disabilities (Core Members), while providing direct care support, such as assisting with activities of daily living, meal preparation, transportation, medication management, and the documentation associated with those activities. An Assistant must be able to respond to the particular needs of the community, to be able to carry out the responsibilities assigned by the Residential Manager, (or House Leader), be accountable and provide a strong model of appropriate behavior. The responsibilities of an Assistant include care-giving, helping to create a home environment, building community and being an accompanier to those with disabilities.

**Qualifications:**

A L'Arche Seattle assistant must feel a call to live in community with people with a developmental disability and have a desire to serve as a caregiver and companion. No prior experience working with people with disabilities is required. An Assistant must be over 18 years of age, have at least a high school education, or equivalent, and be able to speak and write English. An assistant must be a mature individual who is able to deal with tension and conflict and abide by the community's conflict resolution policy. An Assistant must be willing to learn to take responsibility for one's self and behave appropriately. An Assistant must be able to pass the Home Aide Certification test. An assistant must

be able to perform (or quickly learn to develop a competence) in a wide range of areas including household planning and chores, individual programming with documentation and personal time management. An assistant must be willing to carry responsibility and maintain professional confidentiality with regard to other people. Assistants are asked to make a year's commitment to the community with an openness to a second year and become full members of the community after successfully completing the initial probationary period.

### **Specific Responsibilities:**

#### Community responsibilities

- Attend all required meetings;
- Help plan and attend seasonal holidays and community gatherings
- Help plan and attend celebrations for birthdays and days of special importance to community members
- Play an active role in developing supportive relationships with families, neighbors, local merchants;
- Extend a warm welcome to visitors including community members, families and neighbors;
- Model cooperative living
- Be respectful of the history and traditions of the L'Arche Noah Sealth community;

#### Direct Care Responsibilities:

- Forming a mutual relationship with Core Members based on respect and care
- Assisting Core Members with medication, carrying out health care plans as prescribed by medical professionals, responding to health concerns, accompanying Core Members to medical appointments
- Assisting with personal hygiene (bathing, oral hygiene, hair maintenance, nail care)
- Assisting with personal care (helping in the bathroom, changing disposable underwear, getting dressed)
- Assist Core Members with budgeting/financial goals
- Accompanying Core Members with memory loss through their daily routines
- Transferring Core Members in wheelchairs
- Assisting Core Members to eat
- Shopping with Core Members for personal care items
- Upholding Core Member privacy and confidentiality by following HIPAA guidelines
- Maintain an orientation towards individual growth and skill development, and support the development of programs as necessary
- Ensure that Core Members can make and carry out their own individual plans.

#### Home Management Responsibilities:

- Completing assigned housekeeping chores (cleaning bathrooms, kitchen, floors, laundry, yard work, sanitization and infection control)
- Help maintain required documentation in the home
- Plan and prepare balanced meals
- Operate safely all L'Arche Noah Sealth vehicles and assist in their upkeep
- Know home's evacuation plan and participate in fire drills

-Create a positive and welcoming environment for Core Members and Assistants

*L'Arche Noah Sealth reserves the right to change your responsibilities to meet the changing needs of Core Members and the community, including your primary residential assignment. You will also be responsible for other related tasks as may be assigned by the Community Leader/Executive Director and/or L'Arche Coordinators or House Leaders.*