



L'ARCHE HOMEFIRES JOB POSTING: DAY PROGRAM LEADER (full-time)

Position: Day Program Leader (permanent, full-time)

Start date: Late March, 2018 (desired)

Salary: Based on the L'Arche Canada Compensation Policy

Responsible to: Program Coordinator

L'Arche Homefires has been a thriving part of Wolfville, Nova Scotia for over 35 years. We are people with differing abilities sharing life in community with a wide circle of family, friends and neighbours. We provide supports for daily living, employment and community participation in 5 group homes, 3 Day Programs and an Independent Living Support program.

The **Day Program Leader** is an active member of our community and responsible for overseeing all aspects of our **Applewicks** Day Program. The main responsibilities of the Day Program Leader include: supervising and coaching team members; program development; administration and budget oversight; liaising with family members and house team members; facilitating and participating in meetings; assisting in the direct support of program members. The Program Leader is responsible to the Program Coordinator and will participate in regular growth-oriented feedback sessions.

The **Applewicks** Day Program is an active, creative, community-oriented group of people who are keen to foster a joyful and supportive work program in which persons with a variety of abilities can grow in skills and friendships.

The ideal candidate will possess the following:

- Commitment to the values, vision and mission of L'Arche.
- Proven ability to motivate and coach others to thrive in their role.
- Experience in managing through change.
- Excellent communication and conflict resolution skills.
- Disciplined task management skills and attention to deadlines.
- Ability to make sound decisions in a timely manner.
- Demonstrated positive self care and stress management.
- Experience in various creative processes.
- Creative thinking skills with an eagerness to suggest and develop new ideas and projects.
- Proficiency in organizing documents and schedules with careful attention to details.
- Proficiency in oral, written and electronic communication.
- Basic financial skills:
 - o Creating and maintaining an annual budget; preparing monthly finances for Finance Coordinator.
 - o Tracking customer sales, paying vendors, reconciling store till and petty cash, bank deposit.
- The ability to collaborate with each Core Member's circle of support including family members, medical professionals, other day programs and house assistants.
- Ability to and enthusiasm for working collaboratively with other Program Leaders and with the Leadership Team of L'Arche Homefires.

Qualifications include:

- 1-2 years of experience supporting individuals with intellectual disabilities.
- Experience supervising and managing others.
- Proficiency in Microsoft Office Suite.
- Criminal background check including vulnerable sector screening.
- Current Non-Violent Crisis Intervention and First Aid certification.
- Post-secondary education in a related field (desired)
- Experience with a L'Arche community (desired)
- Valid driver's license

If you are interested in this position, please submit a resume and cover letter to Melanie McCulloch at melanie@larchehomefires.org by **noon on March 19, 2018**

We thank all applicants, however only those invited for an interview will be contacted.