

**Job Posting:**

**Relief Assistants (Casual Pool)**

**Position Summary:**

The Relief Assistant works under the direction of the House Leader, and with the House Team to provide appropriate support to Core members in his/her schedule time. We cook and eat dinner together, get together with friends, participate in activities in our neighbourhoods and celebrate often. Through friendship and relationships with Core Members, Assistants gain valuable life skills and opportunities for personal growth and leadership. More than a job, we offer an exceptional and life changing adventure in friendship and self-discovery.

**Major Responsibilities:**

* Provide direct personal care for adults with developmental disabilities who require 24 hour care;
* Willing to work weekdays, evenings, weekends and overnights;
* Respect established routines and traditions in each home (i.e. personal care, diet, behavioural support, prayer)
* Follow directions of House Leader or House assistant;
* Confidentiality must be respected and maintained at all times, with regards to Core Members, Assistants and household routines.
* Follow all policies and procedures of L’Arche Ottawa
* Be punctual for scheduled time in the home;
* Ensure open and effective communication and collaboration with other team members, being open to giving and receiving feedback and being willing to resolve any tensions and conflicts which may arise, according to the community process re conflict resolution.

The ideal candidate will possess the following:

* effective communication skills in order to pass on pertinent information;
* the ability to accurately record and document core member’s well-being, all completed tasks and health and safety checklists;
* creative problem solving and decision making skills; and
* ability to prioritize tasks, manage change and respect deadlines.

Qualifications include:

* Valid G license in good standing with 3 or more years proof of driving insurance and ability to drive in Canada;
* Up-to-date CPI and First Aid;
* Experience supporting people with developmental disabilities;
* Housekeeping skills; cleaning and disinfecting, dusting, laundry; and
* A clear police record check (vulnerable sector).

Other:

* Bi-lingual **imperative**;
* Shifts will be scheduled in all homes;
* Availability especially for Thursday, Friday, Saturday & Sunday shifts

Salary

* Level 2 – Step depending on experience

Send letter of interest and resume in Word document to: Shelley Watkin, HR/Labour Relations Coordinator: shelleywatkin@larcheottawa.org by **January 26, 2018**

We thank all applicants, but only those who are selected for an interview will be contacted