

Role Posting: Programs Coordinator



Deadline for Applications: 12:00pm on February 27, 2023

L'Arche is an organization in which people with and without intellectual disabilities share life together—creating homes and work programs. L'Arche strives to shape a more human and just society where each person's gifts are known and celebrated.

Position: Programs Coordinator, full-time position

Location: L'Arche Cape Breton

Start date: As soon as possible

Salary: TBD

Programs Coordinator within L'Arche

The Programs Coordinator is a key member of the Leadership Team of L'Arche Cape Breton. They are inspired by the stories, history, values, charisma and vision of L'Arche, and are a role model for engaging and supporting others, particularly the Program Leaders in community in exploring how L'Arche values and mission can be more fully brought to life in community. They also motivate Program Leaders and Assistants to become committed, long-term leaders for L'Arche.

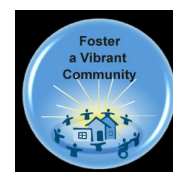
Programs Coordinator Role Description

- **Program Leader Supervision:** Responsible for leading Program Leaders in fulfilling their roles with clear direction, supervision, skill building and support. They are also responsible for the Annual Review Process, regular Roles & Goals meetings, and Commitment Extension processes.
- **Specific Core Member Support:** They are responsible for ensuring that Programs are actively participating in the annual Growth & Goals process for each Core Member. They are also responsible for supporting the vocational growth of each Core Member.
- **Licensing and Inspection:** Responsible for leading Work Programs to a high standard by conducting regular inspections of the programs and ensuring documentation is kept organized, accurate and timely. The Program Coordinator is also responsible for understanding and adhering to the guidelines, policies and regulations of L'Arche Cape Breton and government bodies.
- **Scheduling:** Responsible for the timely scheduling of monthly Work Program Fill-Ins and Program Assistants Vacation request and approval in collaboration with Leadership Team.
- **Emergency Reference Phone:** Participates in the Emergency Phone rotation.



Ideal Qualities and Qualifications

- Well-rooted in the vision and mission of L'Arche, and of L'Arche Cape Breton in particular, and live these values both inside and outside the community
- Good leadership skills
- Excellent organizational skills
- Effective problem solving and decision-making skills
- Effective communication skills
- Compassionate listener
- Ability to foster a spirit of welcome and togetherness in homes and in community
- Ability to work independently and as part of a team
- Competent in collaborating with professionals such as government officials, healthcare professionals, etc.
- Experience as an Assistant in a L'Arche community for at least two years is an asset.



To apply, please send your resume with the names and contact information for three references and a cover letter.

Applications to be directed to Mukthar Limpao at communityleader@larchecapebreton.org.