



Role description for a Temporary Charity Worker (known as 'Live-In Assistant')

Identity Statement

We are people with and without learning disabilities, sharing life in communities belonging to an International Federation. Mutual relationships and trust in God are at the heart of our journey together. We celebrate the unique value of every person and recognise our need of one another.

Mission Statement

Make known the gifts of people with learning disabilities, revealed through mutually transforming relationships. Foster an environment in community that responds to the changing needs of our members whilst being faithful to the core values of our founding story. Engage in our diverse cultures, working together towards a more human society.

Place: L'Arche Community house

Working hours: A live-in assistant in the Community supports the Community up to 48 hours flexibly across the week, including evenings and weekends.

Duration: The maximum time that it is possible to be a Temporary Charity Worker is one year.

Main purpose of role

- * To contribute to creating a sense of community and a place of mutuality and belonging;
- * To promote and enable choice, independence, self determination with people with learning disabilities through spiritual, practical, physical, personal and emotional support;
- * To support people with learning disabilities in a variety of settings in line with agreed support plans in all aspects of their daily lives;

1. Creating Community

- * Sharing life and building relationships with all members of the community, participating and assisting in celebrations and supporting the spiritual life of the community so that there is an atmosphere of welcome, belonging and inclusion;
- * Assisting with the cleaning of communal areas, shopping, cooking, and welcome of guests and visitors, laundry, maintenance and other household tasks;

2. *Supporting people with learning disabilities*

- * To maximise their independence through provision of person centered support in all aspects of their daily lives according to Support Plans, and in line with L'Arche values, policies, procedures, and the requirements of the Regulator;
- * To build and maintain family relationships and friendships, and to have links with and be included in the local community;
- * To develop their spiritual life in accordance with their chosen tradition;
- * To access their leisure, social, practical and spiritual resources, fostering the development of choice making and decisions;
- * To care for their home and undertake all necessary household tasks such as cleaning, cooking, laundry, paying bills, managing their personal budget and maintenance;

3. *Team and Meetings*

- * Working as one of the team and communicating with leaders on matters concerning the team and people with learning disabilities using the service;
- * Attending and participating in team and other meetings as requested;

4. *Administration and Regulation*

- * Maintain competent, clear communication with people inside and outside of L'Arche;
- * Complying with all relevant Health & Safety and Fire Regulations, applicable Regulator regulations and local and national policies and procedures;
- * Attending formation and training courses as required;
- * Performing any other reasonable duties and delegated responsibilities commensurate with the post and the community's Mission Plan as required.



Person Specification for the role of Assistant

Experience	<p>Desirable 1year paid or voluntary experience of supporting people with special needs, including learning disabilities.</p>
Interpersonal and Social Skills	<p>Essential: Ability to relate well to people and to work well in a team.</p> <p>Desirable: Ability to communicate with:</p> <ul style="list-style-type: none"> ○ People with learning disabilities and their families. ○ Other professionals and visitors. <p>The capacity to:</p> <ul style="list-style-type: none"> ○ Demonstrate sensitivity and awareness of others' needs. ○ Manage the differences between and the boundaries of friendship and professional support.
Specific Skills	<p>Essential: The Ability to:</p> <ul style="list-style-type: none"> ○ Respect privacy, dignity and independence and rights of people with learning disabilities. ○ Gain the confidence and trust of people with learning disabilities. ○ Support people with learning disabilities in their spiritual life and church belonging. ○ Able to work according to agreed duties.
Education / Training	<p>Essential: Good verbal and written Communication skills (GCSE Equivalent). Good IT skills (GCSE Equivalent).</p> <p>Desirable: NVQ 2 /QCF Level 2 in Health and Social Care (or a willingness to work towards and complete with 18months of appointment). Makaton/ British Sign Language.</p>
Legal	<p>Essential: Fully enhanced DBS disclosure before confirmation of employment.</p>
Equality and Diversity	<p>Essential: Respect for people's ethnicity, cultural requirements and faith life. Committed to Equality and Diversity.</p>
Flexibility	<p>Essential: Must be able to work weekends, evenings, bank holidays. Must be available for sleep-ins and waking night shifts. Must be available for training.</p>
Personal Qualities	<p>Essential: Committed to personal development . To respect and be committed to L'Arche's ethos, mission and values.</p> <p>Desirable: Patient and understanding and committed to excellence. Driving Licence.</p>



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