

L'ARCHE ERIE, INC.

POSITION ANNOUNCEMENT

POSITION: F/T ASSISTANT

(HRS. GENERALLY INCLUDE EVENINGS AND WEEKENDS)

RESPONSIBILITIES:

- *being present and attending to the needs of core member; assuring their safety
- *carrying out the directives of the Home Leader regarding the management of the home, daily living skills, administration of meds etc.
- *assist with personal care
- *adhering to PA State Regulations as established in the 6400 Regs.
- *implementing of ISP's and other areas of documentation
- *housekeeping, laundry and food preparation
- *documentation of daily records, filing, receiving and "checking in" of medications
- *transporting of individuals when needed
- *remain awake through entire scheduled hours
- *assist Core Member in attending church services
- *being a strong supportive team member to the home
- *participating in the functions and life of the community
- *adhering to the values and philosophy of L'Arche as stated in our Charter
- *able to work independently
- *complete all required trainings in a timely manner
- *support L'Arche Erie's mission, participate in L'Arche formations

REQUIREMENTS

- high school diploma or GED
- a valid driver's license and a good driving record
- clearances
- a positive and understanding attitude toward persons with disabilities
- good writing and communication skills
- adhere to the mission of L'Arche
- uphold the values of L'Arche and a desire to share in a community lifestyle
- able to fulfill responsibilities independently and use sound judgment
- will need to be med-certified and complete mandatory trainings
- able to fulfill a flexible schedule including weekends
- able to lift at least 40#'s and transfer individuals and wheelchairs (using a hoist lift when needed)

Please complete an on-line application at larcherie.org under "Get involved" or visit the L'Arche office at 3745 W. 12th St. Erie, PA. 16505