



Community Leader / Executive Director

Classification: Exempt

Status: Full-time

Reports to: L'Arche Erie Board of Directors and L'Arche USA Federation Representative

Purpose of Position

The Community Leader / Executive Director serves in the capacity of chief executive officer for L'Arche Erie. They are responsible for the administration and general management of the organization. They oversee the operations of L'Arche Erie to assure compliance with the financial, legal, and quality requirements made by local, state, and federal authorities to maintain licensure. The Community Leader / Executive Director sees that the needs of core members are being met and that their gifts are recognized, celebrated, and shared. They embody the core values of L'Arche and foster these across the community. In cooperation and with the support of the local Board of Directors and the L'Arche USA Federation Representative, the Community Leader / Executive Director will lead the L'Arche Erie community in accomplishing the goals of the community mandate.

Qualifications

Education/Experience:

Must have one of the following groups of qualifications:

1. Master's degree or above from an accredited college or university and two years' work experience work experience in administration or the human services field; or
2. Bachelor's degree from an accredited college or university and four years' work experience in administration or the human services field.

Specialized Skills:

1. Thorough knowledge of theories, principles, and practices applicable to the services provided to core members of L'Arche Erie.
2. Knowledge of the history and mission of L'Arche, and the ability to embody and foster growth in the core values of L'Arche.
3. Sensitivity in relating to persons of varying backgrounds, including those with disabilities, demonstrated by an ability to work with diverse groups of people possessing various abilities and gifts.
4. Ability to relate respectfully to others, to listen attentively, and communicate clearly and directly orally and in writing.
5. Project management including practical and creative problem-solving skills.
6. Ability to perform role responsibilities with a high degree of initiative, competence, and independent judgment.
7. Ability to recognize and respect limits of authority and responsibility in relationship with the Board of Directors, as well as regional, national, and international leadership, and local administrative teams reporting directly or indirectly to the Community Leader / Executive Director.



8. Ability to establish and maintain professional relationships with core members and their family members, representatives of the community served, team members, external professional staff, other agencies, and the public.

Must have: Clearances, physical / Mantoux, and a valid Driver's License
Flexibility of schedule is required.

Principal Qualities

Essential Functions:

1. **Guarantees the safety, protection, and highest quality of care for core members**
 - a. Ensures effective compliance with the Waiver Provider Agreement, Provider Qualification Requirements, HCSIS enrollment, and SSD maintenance in a manner that promotes the personal growth and the unique gifts of each core member.
 - b. Implements policies and procedures in accordance with the Erie County Office of Mental Health and Intellectual Disabilities and the Pennsylvania Office of Developmental Programs.
 - c. Chairs the Quality Management Committee and acts as Risk Management and Quality Management director. Facilitates the review of incidents and ensures the implementation of action plans to address areas of concern or potential risk. Coordinates strategies to continually improve quality of care for core members.
 - d. Ensures the annual completion of the Core Member Satisfaction Survey process and the review of any grievances filed.
 - e. Coordinates admission and discharge of core members when applicable.
 - f. Establishes and maintains relationships with external specialists and professionals.
2. **Ensures that the life of the community reflects the identity, mission, and core values of L'Arche**
 - a. Maintains an open, respectful, and supportive presence, and is accessible to community members.
 - b. Cultivates the growth of a vibrant community by building trust and fostering connection among community members and ensuring the organization of meaningful community events and gatherings.
 - c. Works with the Community Council, whose members represent different areas of community, to promote inclusivity through the mission of L'Arche.
 - d. Promotes the unique spiritual identity of the community and ensures the diverse spiritual needs of all members are acknowledged, supported, and respected.
 - e. Oversees and ensures that L'Arche Erie complies with the L'Arche USA Membership Agreement; participates as a member of the Northeast Regional Council and the Extended Leadership Team.
3. **Oversees and guides organization through the following duties and responsibilities**
 - a. Fosters a culture of inclusion, collaboration, transparency, and appreciation.



- b. Manages human resources by supervising, supporting, and evaluating team members for whom they are directly responsible and by ensuring a sound system of supervision and appraisal for all assistants, leaders, and team members throughout L'Arche Erie.
- c. Assists in the development and management of the annual budget and ensures that it serves the community's needs and the priorities of the mandate.
- d. Empowers community members to develop their voices, grow in their gifts, and sharpen their skills.
- e. Encourages leadership development, efficient recruitment, and skills development while working in collaboration with the region and national level in these areas.
- f. Ensures the professional skills and competencies of the team meet or exceed the compliance needs.

4. Works to ensure the stability of the L'Arche Erie community

- a. Supports the development and fundraising efforts of L'Arche Erie in collaboration with the Development Committee, the Director of Development, and the Board.
- b. Represents L'Arche Erie in the broader community and cultivates relationships with individuals and community partners to grow the circle of support for L'Arche Erie.
- c. Promotes the vision of L'Arche in the wider community.

5. Actively participates in and supports the L'Arche community

- a. Understands, adheres to, and embodies the value of servant leadership and ensures adherence to the organization's philosophy, guiding principles, and core values.
- b. Demonstrates ongoing commitment to the core members, the L'Arche community, and the mandate and mission of L'Arche.
- c. Participates in personal, professional, and community development opportunities.
- d. Maintains, adheres to, and/or supports all licensing, ethical standards, and regulatory requirements / accreditations for assigned areas.
- e. Develops and maintains relationships with appropriate internal and external stakeholders to advance the mission of L'Arche and support program and organization sustainability.
- f. Supports other community members in their growth.

Non-essential Functions:

6. Performs other duties as required.

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the role.

My signature below indicates that I have reviewed this role description and have received a copy of it.

Employee Signature: _____ Date: _____