



Job Description: Assistant / Direct Support Professional

The House Assistant shares life in the community and provides direct care support to adults with intellectual and developmental disabilities.

Quantity of work: This is a full-time, salaried position. The expectation is that the employee's standard work week will be a 40-hour work week.

Quality of work: Upon hire, each employee will review and sign the job description for their position. The duties and core competencies outlined in that job description will become the standard against which the performance will be measured upon their 90-day review and upon each annual evaluation thereafter. A signed copy of each individual's job description shall be kept in their personnel file.

Responsible to: Home Life Leader

Responsibilities: Specific tasks include but are not limited to the following:

Responsibilities for Shared Community Life

1. Organize the L'Arche Atlanta home around supporting the daily lives of Core Members
2. Support the physical, relational, and spiritual wellness of the Core Members
3. Participate in community celebrations, outings, and retreats
4. Engage in the community's model of shared leadership
5. Host guests who wish to learn more about the mission and lived experience of L'Arche Atlanta

Responsibilities to the Core Members

6. Respect and commit to understand the history of the Core Members
7. Know and follow the Core Members individualized support plans
8. Assist with personal, health, social, and practical needs (ADLs, meals, etc.) of each Core Member
9. Accompany Core Members on social engagements, healthcare provider appointments, etc.
10. Complete documentation related to medication administration, routine notes, financial logs, etc.
11. Satisfy required trainings (for example: first aid, crisis de-escalation, and various state trainings)

Responsibilities to the Larger Organization

12. Maintain a clean, safe, and organized home
13. Communicate, clearly, competently, and respectfully, with organizational stakeholders
14. Support the work of other departments (for example, Diversity, Equity, and Inclusion [DEI] or Communications & Development)
15. Support other expressions of the L'Arche Atlanta's mission – advocacy, community integration, etc.

Possible Role Augmentations

16. Role augmentations may be requested by an Assistant after they have successfully completed one year in the role. If a role augmentation is granted (for example, to support DEI work or to create online content or to host community events), then time will be allotted from the weekly 40-hour schedule to attend to the augmented duties.

Required qualifications:

- 18 years of age or older
- Eligible to work in the United States
- High School Education or GED equivalent
- Fluent enough in English to read, understand, and implement health care plans and respond appropriately in emergency situations
- Able to pass a background check (no prior history of crimes against other people, financial exploitations, or crimes related to the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance)
- Have a clean motor vehicle report (no DUIs, hit-and-runs, or super-speeder tickets)
- Able to pass a pre-employment drug screening
- Willing to become certified in First-Aid/CPR and in crisis de-escalation technique

Preferred qualifications:

- At least one year of experience in working with individuals with developmental disabilities
- A current driver's license
- A willingness to make a two-year commitment to L'Arche Atlanta

Core Competencies:

- Be able to model appropriateness in behavior, language, conversation, humor, punctuality, and dress
- Express interpersonal effectiveness in building relationships with persons with disabilities through respectful communication and appropriate/professional boundaries
- Demonstrate a sensitivity to the power dynamic that comes with working in a vulnerable population