



Role Posting: Community Leader/Executive Director L'Arche Ottawa



Posting: April 20, 2022

Closing: May 22 2022

L'Arche is an organization in which people with and without intellectual disabilities share life together based on stated core values, as articulated in our Servant Leadership Model. We live, work, and learn together in our 30 communities across Canada. Founded in 1964, L'Arche strives to shape a more human and just society where each person's gifts are known and celebrated.

Position: Community Leader/Executive Director

Location: Ottawa, Ontario

Duration: Permanent Full Time

Start date: July 2022, or as soon as practical.

Salary: Commensurate with experience and based on L'Arche Canada compensation policy

Responsible to L'Arche Ottawa Board of Directors & L'Arche Canada Ontario Regional Leader

L'Arche Ottawa is seeking an energetic, compassionate individual who is willing to lead this faith and relationship-based community for a mandate of 4 years with the possibility for renewal for up to two additional terms. Best fit individuals are those who embrace community building and are excited about opportunities for growth and change that will benefit the community. The Community Leader is overall responsible for identifying and delivering on opportunities to fulfill the mission of L'Arche and uphold the values and philosophy outlined in the Servant Leadership Model.

Location: L'Arche Ottawa is a bilingual, vibrant, spiritual, relationship-based community. We currently have 6 homes, where people with and without intellectual disabilities live, work and share life together. It is a diverse, multicultural community that celebrates the unique gifts of each person who chooses to live and/or work with us. To learn more about our community visit: <https://www.larcheottawa.org/>

Major Duties and Responsibilities:

- Ensure adherence with government standards/directives and local community policies.
- Ensure adequate structures, systems, resources, and processes are in place to meet needs of L'Arche Ottawa.
- Supervise members of the Leadership Team and administrative personnel and must work closely with all stakeholders to manage the high-quality and person-centred care and well-being of the individual members of L'Arche Ottawa's homes and programs.
- With the Board, Region, and Community, lead development of the four-year Community Mandate.
- Lead collaborative community process to develop an Action Plan based on the Community Mandate.
- Identify the overall needs of the community, develop priorities, and action plans, and oversee their implementation and ongoing evaluation.
- Develop and foster a comfortable, welcoming, and affirming community-building atmosphere.
- Ensure celebrations, traditions, spiritual practices, and gatherings are inclusive and meaningful.
- Demonstrate strong leadership skills, including the ability to lead innovation and transition processes.
- Ensure that assistants and personnel continue to be well supported and supervised with regular and consistent coaching, team meetings, (supervisory) roles and goals meetings and circles of learning.
- Ensure adequate time and resources are designated to ensure formation and training programs are of high-quality and kept up to date.
- Oversee (through the HR Coordinator) recruitment to ensure enough best-fit individuals are supporting the homes and programs.
- Ensure reviews, goals, individual plans, and other support processes are in place and effective.
- Report to the Board and act as a liaison between the board and different levels of the L'Arche Federation
- Work with government and other regulators to manage risk and fulfill reporting requirements.

- Represent L'Arche with family, funders, donors, agencies, and other stakeholders.
- Manage financial planning, budgeting, and reporting to meet all requirements and preserve the financial health of the community.
- Collaborate with Leadership Team members, Team Leaders, the Board, and other stakeholders.
- Support regional, national, and international initiatives of L'Arche.

Qualifications, Desired Skills and Position Requirements:

- Previous experience in L'Arche or similar organisation at leadership level is an asset.
- Post-secondary degree or certificate in a human services field is an asset.
- HR experience and change management skills are an asset.
- Strong business acumen skills
- Desire and ability to foster growth as a community of faith having a dynamic spiritual life.
- Ability to work with spiritual leaders as appropriate for the needs of the Community to create and foster a climate of unity, acceptance of diverse faiths, and open communication.
- Skilled at developing healthy, supportive relationships with all persons in L'Arche Ottawa.
- Ability to help everyone in the community find their place and voice resulting in a sense of belonging and appropriate ownership of the L'Arche Mission, while recognizing the different cultures and backgrounds represented in the community.
- Ability to actively listen, dialogue and, when appropriate, seek counsel.
- Effective at decision making and able to apply good judgement.
- Ability to effectively support and supervise members of the Leadership Team and others.
- Ability to delegate effectively and responsibly, with appropriate level of supervision.
- Ability to be flexible and manage the stress of multi-faceted responsibilities and management.
- Ability to remain calm and provide focused and clear decisions and directives in times of crisis.
- Ability to follow through on commitments in a timely fashion.
- Speaking and animation skills, ability to present/facilitate small and large meetings, including presenting to groups of people.
- Excellent oral, electronic and written communication skills; displays discretion, tact and maintains confidentiality.
- Ability to directly address tensions in relationships and model effective resolution practices.
- Open to learn and grow; able to give and receive constructive feedback with humility. Commitment to personal and spiritual growth, self-care, and humor.
- Fluently Bilingual in spoken and written English and French.
- Clear police check, including vulnerable sector screening.
- Experience with Microsoft Office Suite.

How to Apply:

Please submit your resume, along with a cover letter outlining your desire for and fit with this role by **May 22, 2022**, to Christine Monier at: cmonier@larche.ca. Interviews will be conducted over zoom due to COVID-19.

** Only those candidates who are shortlisted will be contacted for an interview and required to provide three references. The position will remain open until a suitable candidate is found.*

L'Arche Ottawa is committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of L'Arche Ottawa including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation, gender identity and/or expression. L'Arche Ottawa understands that career paths vary. Legitimate career interruptions will in no way prejudice the assessment process and their impact will be carefully considered.