

**M.I.G.\*, description et lieu d'intervention****\*Mission d'Intérêt Général****ORGANISATION DATA AND INFORMATION****N° SIRET: 78415778600293****Code APE or NAF: 8720A****ORGANISATION****Name: ARCHE OISE****Postal address: 8 rue du Four Saint Jacques****Zip Code: 60200****City: COMPIEGNE****Region: HAUTS DE FRANCE****Country: France****E-mail address: rh.sc@archoise.org****Website: www.arche-oise.org****Phone number: 03 44 30 45 00****Fax number: 03 44 20 19 96****PRESIDENT****M.****Name: WETTSTEIN****First name: Bruno****E-mail address: bruno.wettstein@archoise.org****Phone number: 03 44 30 45 00****DIRECTOR OF THE STRUCTURE****M.****Name: POIREL****First name: Jean-Christian****E-mail address: jcpoirel@archoise.org****Phone number: 03 44 30 45 03****PERSON RESPONSIBLE FOR THE PROJECT****Mrs.****Name: GENDRIN****First name: Caroline****Position/Function: Human resources responsible****E-mail address: caroline.gendrin@archoise.org****Phone number: 03 44 30 45 06****VOLUNTEER'S MENTOR****WE HAVE ABOUT 10 MENTORS; PLEASE CONTACT CAROLINE GENDRIN (SEE ADDRESS ABOVE)**

B. host organisation and offered mission profile

**Statut : Non-profit-oriented organisation 1901**

**Regional activities**

**Number of active employees in the host organisation: about 400**

**Number of active volunteers in the host organisation: about 400**

**Number of employees directly involved in the Civic Service: 15**

**Number of volunteers directly involved in the Civic Service: 0**

1. Organisations activities and description:

**Creation date: 15/06/2004**

**Structure description: Host and support adult with mental disabilities.**

**Missions: accompany and support people with mental disabilities through their everyday life activities.**

**Activities: Medico-social institute (*Foyers de Vie, Foyer d'hébergement, SAJ, SAVS, ESAT*) ;**

***L'Arche Oise* is composed of 5 communities and one *ESAT*.**

2. Locale collectivities and environment:

**The 5 communities of the *Arche Oise* are located in the French department of Oise, in the city of Beauvais, Compiègne, or in villages close to Compiègne.**

**Compiègne is located 40 min by train from Paris. Beauvais and Compiègne have about 50.000 inhabitants and *L'Arche of Beauvais* and *L'Arche of Compiègne* (communities of both cities) are part of these cities. The other 3 communities are villages close to these cities.**

**Beauvais and Compiègne offer lots of cultural activities and are rich of history; Compiègne has been built around the Imperial Castel (*Palais Impérial*), the river *Oise* flows through the city that is also surrounded by a large forest. The city has a renewed University, a music conservatory, and a large range of sport facilities. An international airport is located 45km from Compiègne. There is also an airport in Beauvais (for European destinations.)**

3. General Interest Mission

Mission theme

Solidarity

Health

Education

Culture and Leisure

Sport Environment

Citizenship and Memory

Emergency Intervention

### 3.1. Mission objective

**Support people with mental disabilities.**

### 3.2. Mission title

**Sharing a life experience with people with mental disabilities. (*Vie partagée avec des personnes en situation de handicap mental.*)**

### 3.3. Description of the tasks the volunteer will undertake during their mission.

- **Help people in their everyday life activities (shopping, accompanying them out of the center, etc.)**
- **Contribute to educational activities (taking part in observation and reflection times, respecting and setting up of the marks that have been implemented in the personalized project.)**
- **Taking part in domestic duties, and in the center leisure activities (meals, laundry, relaxing activities...)**

### 3.4. Mission location

**In one of the five communities of *l'Arche Oise***

- **Beauvais**
- **Compiègne**
- **Cuise la Motte**
- **Pierrefonds**
- **Trosly**

**In one of these five communities, the volunteer will do their service within a center. Living in these centers means to live continuously on site: eat with disabled people, share their leisure time, and sleep at the center. In other word, live an existence close to a family experience.**

### 3.5. Working hours per week:

**In accordance with article L. 433-1 of the *Code de l'Action Sociale et des Familles*, the volunteer will work under the frame of a daily rate. More precisely, the volunteer will work during mornings, and late afternoons/ evenings. Afternoons are dedicated to resting time. Volunteers will benefit from more than 24h off per week, as well as from a 3-day-long weekend every month, and of 5 weeks of holiday per year.**

### 3.6. Which is the added value of this mission for your structure (in which sense will the volunteer complete other volunteers and employees' tasks?)

**L'Arche defends values based on the conviction that the idea of giving without waiting for anything in return, must prevail in the relationship with disabled people. Therefore, volunteering has, since the beginning been a constructive dimension of the project.**

**Young volunteers experience human relationships based on difference and fragility; this experience allows them to develop a social vision based on concentration, consensus, and responsibility.**

**Therefore, the aim is less to experiment or develop new missions and projects, than to strengthen their impact while offering this opportunity to a maximum of people.**

3.7. Which are the human and material means used for the mission?

**The volunteer will work with the team of a center that guarantees their support; there are at least 2 volunteers per center; they undertake their mission under the responsibility of an employee.**

**Each volunteer has 3 contact people:**

**-The Director of the center and of the working structure, that guarantees the volunteer a daily support, and the functional follow-up;**

**- A manager that guarantees a functional supervision;**

**A human resource manager, also referred to as assistant responsible that guarantees a regular personal follow-up of their personal and professional projects: this person has generally the role of a mentor, and can be delegate to more employees according to the number of volunteers the center is in charge of.**

3.8. Minimum requirements

**No particular qualification is required; selection criteria will only be based on the future volunteer's motivation to complete such a mission; the volunteer must therefore be very interested in helping people with mental disabilities.**

**In view of the mission, the minimum required competences would be the followings:**

- Have good social skills, and be able to interact appropriately with disabled people.**
- Be open-minded (social, cultural openness, etc.),**
- Be psychological and emotionally stable, and be ready to live within a community;**
- Have a great sense of responsibility.**

3.9. Set up modalities to enable the young volunteer to acquire an experience of social diversity.

**The volunteer will be in contact with the team of employees and other volunteers. They will benefit from their expertise throughout their mission.**

**Moreover, they will work with different actors working within the center: doctors, nurses, psychologists, etc.**

**Each community welcomes between 7 and 30 volunteers together; this way, volunteers can meet other young people coming from different horizons, countries, educational background. This also favors exchanges, experience sharing and a common education.**

3.10. Supporting the volunteer/ Mentoring (Welcome, structure presentation, training for the mission, help with the mission completion, defining plans for the future...)

**Mentoring facilities provided on our sites present the following characteristics:**

- **Individual meetings with the mentor:**
- **They are organized every week at the beginning of the mission, and then every month. The aim is to be as available as possible for the volunteer, in order to help structure their reflection, improve their perception;**
- **More formalised reports: 1 month, 3 months reports, final report, 3 formal time to see how the mission is evolving, to elaborate working methods for the following months, according to identified qualities, competences, and difficulties; they usually formalise interview conclusions, to enable the volunteers' follow-up. These meetings are taking place with the Director of the center where the volunteer is working.**
- **Meeting times in small groups of volunteers and their mentor are times to share and reflect on their experience. These times are moments for support, elaboration, and reflection, and can be very useful to help them build their future plans.**
- **40 hours of citizen and civic training, organised within each community.**
- **The volunteer will be available for the 3 different sessions organised by VISA-AD (3x4 training days per year: at the beginning of the mission, mid-term, and at the end of the service.)**
- **Personal support for the project preparation is being made through individual interviews, and a training programme.**

3.11 Access for young people with reduced mobility.

Does the structure enable a young person with reduced mobility to do this mission?

**YES**

## C. BENEFIT FROM THE HOST ORGANISATION

**The volunteer will have their own individual room within the center, and sometimes even their own private bathroom.**

**The volunteer will eat with the disabled people. These meals are eaten within the frame of their mission and are offered by the association.**

**The volunteer will have access to common equipment: computer hardware, Wifi access.**

## ANNEX / VOLUNTEER'S GENERIC WEEKLY SCHEDULE

The mission will be carried out in accordance with the dispositions of article *L. 433-1* of the *Code de l'Action Sociale et des Familles* that provides a daily rate schedule for 12 months: 254 working days, 76 days off, and 35 paid holidays.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
MORNING							
AFTERNOON							
EVENING							