



Position Title: **Program Assistant**
FLSA Class: Non-Exempt/ Part-Time
Reports to: Employment Services Program Coordinator

Job Summary

Will play a crucial role in supporting the Supported Employment team in assisting individuals with disabilities to find meaningful employment. This hybrid role combines remote work with occasional travel to our office and various community locations such as employer sites, job fairs, intake meetings, and other events throughout Palm Beach and Broward Counties. The ideal candidate is organized, communicative, and passionate about workforce development.

Key Responsibilities:

- Participate in intake meetings and events to better understand the individual's needs and employment goals.
- Research and identify job opportunities for individuals using various online career platforms.
- Complete job applications on behalf of individuals, ensuring accuracy and alignment with job requirements and IPE (Individualized Plan for Employment) goal.
- Provide personalized interview preparation to individuals, including mock interviews, coaching on punctuality, appropriate attire, and company research.
- Contact employers to promote individual's strengths and coordinate interviews.
- Conduct employer outreach and develop partnerships with local businesses and community agencies to support employment for individuals.
- Assist in creating and refining resumes tailored to specific job opportunities.
- Maintain and update employer contact spreadsheets to ensure accurate and current records.
- Conduct 20-hour pre-placement training, which includes mock interviews and skill-building sessions. (if applicable, based on department needs)
- Visit individuals at their worksites to advocate for them and maintain contact with employers to ensure job performance. (if applicable, based on department needs)
- Perform other relevant duties as required and assigned.

Minimum Requirements

- Must be willing to complete certification requirements with Florida Vocational Rehabilitation (VR) to be certified as an Employment Specialist.
- Excellent communication and interpersonal skills.
- Exceptional resume-writing skills- must be able to craft professional, tailored resumes that highlight the individual's strengths and align with job requirements.
- Strong organizational and time management abilities.
- Proficiency with spreadsheets and online job search tools.
- Reliable transportation for occasional travel throughout Palm Beach and Broward Counties.

Education

- Four years' experience or employment in a public vocational rehabilitation program; experience in job placement, job coaching, or counseling; or other related experience working with individuals with disabilities. OR
- A Master's Degree in related fields such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from an accredited college or university, and six months' experience as described above. OR



- A Bachelor's Degree in related fields such as rehabilitation, counseling, social work, psychology, education, human resources, business administration, or economics, from an accredited college or university, and one year's experience as described above. OR
- An Associate's Degree from an accredited college or university, or a Bachelor's or Master's Degree in an unrelated field, and two years' experience as described above.

Work Location

- Hybrid (Remote + Occasional Local Travel throughout Palm Beach and Broward Counties)
- Schedule: Part-Time, Hybrid, Monday through Friday, 25 hours per week between 8:30 AM and 4:30 PM (some flexibility required)

About HabCenter:

HabCenter Boca Raton, established as a nonprofit organization in 1978, is a powerful force of empowerment and innovation. With a steadfast commitment to making a difference, it sets out to equip adults with developmental differences with the tools they need to lead independent, fulfilling lives characterized by dignity, respect, and boundless potential. HabCenter's HabCo Manufacturing and HabBloom Plant Nursery offer individuals with developmental differences and mental health challenges vocational training. Our university partnerships provide counseling, special education and occupational therapy internship programs, these partnerships forge a path towards inclusive innovation and community engagement. As a driving force for inclusivity, HabCenter Boca Raton envisions a world where individuals with unique abilities are empowered to thrive and contribute meaningfully to society. Read more, www.habcenter.org