



PROGRAM ASSISTANT POSITION DESCRIPTION

Jewish Vocational Service (JVS) of MetroWest is seeking a full-time Program Assistant to join our Vocational Rehabilitation team. Under the direct supervision of the Manager of Custom Production Services, this position is responsible for providing training and support to individuals with disabilities who perform production work in our Montclair facility.

What We Are Looking For:

- Experience in working with individuals with physical, intellectual, and/or developmental disabilities
- Someone who is reliable, patient, and has a strong work ethic to pass on to our program participants
- Microsoft Word and Excel skills are desirable
- All offers are contingent on a successful background check

Essential Functions:

- Trains individuals with disabilities in the performance of work
- Provides overall supervision to program participant floor workers
- Observes and evaluates participants' work on a daily basis and performs quality control of completed work
- Develops suitable techniques to help resolve difficulties manifested by participants on the job
- Consults with the JVS counselors about participants who are experiencing problems related to the performance of their work and makes periodic reports to the counselors
- Submits comments on quarterly participant reports relating to observed work activities and behaviors
- Assists with maintaining payroll and attendance records on participants as needed
- Assists in developing and implementing work-related downtime activities
- Performs other duties not calling for materially different skills

Preferred Qualifications & Experience:

- High School Diploma or the equivalent
- Experience working with adults who have disabilities is a plus

Classification and Schedule:

- This is a full-time, non-exempt position with work hours of 8:15 a.m. to 4:15 p.m. Monday through Friday.

Our Benefits:

JVS provides generous benefits for eligible full-time employees, including:

- Medical, dental, and life insurance
- 403(b) basic retirement plan
- Considerable paid time off, including annual leave, sick leave, and generous holidays
- Long-term disability coverage
- Flexible Spending Accounts (pre-tax income for eligible health and/or dependent care expenses)

To Apply:

Please submit a resume and cover letter highlighting why you are a perfect fit for this position to hnarciso@jvsnj.org.



354 Eisenhower Parkway, Plaza 1 Suite 2150 • Livingston, NJ 07039 • 973-674-6330 • www.jvsnj.org

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No phone calls please. As we would like to fill this position in a timely manner, we will accept applications on a rolling basis until the position is filled.

About JVS:

JVS of MetroWest is a non-sectarian, non-profit, community-based workforce development agency that helps underserved individuals overcome barriers to employment by providing them with the tools and training necessary to help them prepare for, search for, find, get, and excel in a job. Established in 1939, we serve approximately 2,000 people annually in East Orange, Livingston, Montclair, and Whippany.

JVS of MetroWest is an equal opportunity workplace. All qualified applicants will be considered for employment without regard to race, color, ancestry, ethnicity, religion, national origin, sexual orientation, age, citizenship, marital status, disability, genetics, gender identity, or veteran status and will not be discriminated against on the basis of such characteristics or any other status protected by the laws or regulations in the locations where we operate.



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