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# *Employment Preparation Assistant*

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The Employment Preparation Assistant will assist the instructor and/or participants of our Skills Training for Employment program to complete daily tasks.

**Time Commitment:** As needed

## **Tasks/Responsibilities:**

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1. "Test drive" and evaluate exercises for program suitability
2. Internet research for materials related to skills enhancement program
3. Photocopy and organize resource material
4. Assist program participants as needed

## **Skills/Abilities:**

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- Excellent communication skills
- Knowledge of disabilities an asset
- Able to work independently
- Reliable, patient, organized, responsible
- Willingness to learn new skills and enhance existing ones