



Program Support Professional (PSP)

JCHAI – Supporting Independence. Building Community.

Position Overview

We are seeking a highly organized and proactive Program Support Professional (PSP) to support our JCHAI member programming. In this role, you will assist in a variety of administrative and operational tasks to ensure that program activities run smoothly and effectively. The ideal candidate will have strong communication skills, be detail-oriented, and be passionate about supporting individuals with developmental disabilities.

Key Responsibilities

- Directly support the Program Management team to enhance program effectiveness and member experience by assisting with operational needs, program logistics, and day-to-day operations
- Assist with ordering and inventory of food, ingredients, and program supplies, ensuring timely procurement, proper storage, and ensuring the availability of necessary resources for program activities
- Provide assistance with planning, organizing, and executing special events or activities for JCHAI members
- Support group program participants and foster an inclusive environment that promotes engagement and personal growth in the group programs. This may include curriculum-based classes, trips, and outings.

Other job duties, as required and directed by Director, Group Programming.

Qualifications

- **Education:** High school diploma or equivalent required; Associate's or Bachelor's degree in a related field preferred
- **Experience:** Previous experience working with adults with developmental disabilities or in a similar support role strongly preferred
- **Practical:** Strong organizational skills and attention to detail; ability to multitask and manage time effectively; ability to maintain confidentiality and work with sensitive information



- **Personal:** Compassionate, patient, and committed to providing quality support to individuals with developmental disabilities
- **Transportation:** Valid driver's license, reliable vehicle, and insurance; willingness to transport clients in your car (mileage reimbursement is available)

Schedule & Location

Part-time or full-time schedules are available, depending on location and specific needs. Flexibility in hours, including some evenings and weekends, is required to support special events and program activities.

Our core programming is located in:

- BuxMont (Bucks/Montgomery Counties) & Northeast Philadelphia (Welsh Road)
- Bryn Mawr
- Doylestown

Work is performed in an office and in community settings, with off-site events.

Compensation & Benefits

Salary commensurate with experience.

Benefits for full-time roles include:

- Health, dental, and life insurance
- Disability coverage
- Paid time off
- 403(b) retirement plan
- Flexible, supportive work environment

To Apply

[Click here to fill out a JCHAI employment application.](#)

Equal Opportunity Employer

JCHAI is proud to be an Equal Opportunity Employer. We value a diverse and inclusive workplace and comply with all applicable federal, state, and local employment laws.