



# Voyager Program Specialist

## Job Summary

The **Voyager Program Specialist** provides **personalized 1:1 support** and **small-group (3:1) instruction** to help individuals with intellectual and developmental disabilities (IDD/DD) gain independence in key areas, including:

- **Community engagement & post-secondary education**
- **Employment** (job coaching, job readiness, workplace skills)
- **Independent living & community integration** (social activities, communication, health, and fitness)
- **Self-advocacy & person-centered planning**

The ideal candidate is **flexible, creative, and adaptable**, recognizing that plans don't always go as expected. We're looking for someone who can **problem-solve on the spot, adjust activities as needed, and think outside the box** to support each participant's unique learning style and goals.

## Duties & Responsibilities

- Assess each participant's skills and needs to create personalized support strategies
- Help participants develop and practice skills for work, social interactions, and independent living
- Plan and implement engaging, hands-on activities that align with individual goals
- Adapt to unexpected challenges by using creative problem-solving and active listening
- Utilize assistive technology and instructional tools to support learning and communication
- Maintain **weekly progress tracking** and update service plans regularly
- Work closely with SDRC coordinators to ensure client service plans are current

- Follow all confidentiality guidelines, state and federal regulations, and SDRC requirements
- Participate in ongoing staff training and professional development

## Required Skills & Qualifications

- **2-3 years of experience** working with adults or teens with developmental disabilities (IDD/DD) **or** a strong personal connection to the IDD/DD community
- Prior experience as a **job coach** (*preferred but not required*)
- Proficiency in Google Suite and Canva required
- Strong oral and written communication skills
- Ability to **adapt plans and think creatively** when challenges arise
- Strong organizational and time-management skills
- Positive, **collaborative approach to problem-solving**
- Professional demeanor and dress
- Must maintain confidentiality and follow safety regulations
- Must pass a background check and Live Scan
- **Reliable personal transportation** to transport participants to and from activities in your own insured vehicle. A valid driver's license, a clean driving record, and current insurance are required.
- Basic computer literacy (*Google Docs, Sheets, Word processing*)

## About Beacons, Inc.

Beacons, Inc. is a **501(c)(3) nonprofit** dedicated to bridging gaps in employment and community access for individuals with intellectual and developmental disabilities. Our organization has grown rapidly, expanding twice in three years, and we're looking for passionate individuals to grow with us!

 **Location:** 2245 Camino Vida Roble, Carlsbad, CA 92011

## How to Apply

Interested applicants should email their **resume and cover letter** to the Program Director, Alexia Beeler, at [abeeler@beaconsnorthcounty.com](mailto:abeeler@beaconsnorthcounty.com), titled "Voyager Program Specialist Application". Please also include:

1. Why you are interested in this position
2. How your background aligns with the job requirements
3. Your availability and potential start date

## Pay Range: \$20-\$22 per hour (DOE)

For more information, visit: [www.beaconsnorthcounty.com](http://www.beaconsnorthcounty.com)

## Equal Opportunity Employer

Beacons, Inc. is committed to creating an inclusive workplace and complies with all applicable federal, state, and local laws regarding non-discrimination and workplace accommodations.