

Assistive Technology Coordinator

Job Summary: The Assistive Technology Coordinator implements the Assisting Consumers Through Technology (ACTT) program. The Coordinator assists persons with physical, sensory and/or mental disabilities in accessing assistive technology devices, equipment and services; demonstrates usage of adaptive devices; researches policies, practices and procedures which facilitate or impede the provision of A.T. devices or services; provides individual and systems advocacy to help ensure access to assistive technology; conducts outreach activities; increases the capacity of public and private entities to provide assistive technology-related assistance; acts as liaison for state A.T. project to center's surrounding areas; collaborates with other agencies; seeks additional funding sources to support the ACTT program.

Essential Functions

- Identify system policies, procedures and practices which facilitate or impede access to appropriate A.T. services and devices. Advocate for needed changes which will increase provision of these services and devices to people with disabilities.
- Advocate for and assist consumers in obtaining needed assistive technology services, including acquisition of devices, maintaining, repairing, adapting devices and technical assistance as may be needed.
- Respond to requests for information and / or appropriate referral to other agencies or businesses.
- Demonstrate a wide variety of assistive technology devices which address the needs of people with all types of disabilities; be able to explain their use in the context of everyday living, recreation/leisure, education, employment, etc.
- Make presentations to public groups about A.T. and related issues
- Perform outreach activities focused on difficult to reach and unserved populations.
- Develop collaborative relationships with other agencies to facilitate cross-disability, consumer-responsive delivery of assistive technology services.
- Document and compile service data; generate monthly, quarterly and annual reports.
- Compile and keep current, resource information on products, directions for use, maintenance and funding sources for such products/devices; computerize this information to facilitate updating.
- Make home visits to consumers who are unable to come into the office. May involve travel in eight-county area. Need reliable transportation.
- Prepare information sheets and brochures in accessible formats which make this information readily available to the public
- Serve as local liaison for Missouri Assistive Technology Project activities in the center's surrounding area.
- Attend regular staff meetings and training opportunities.
- Seek alternative funding sources for the program.
- Understand and adhere to the Independent Living Philosophy.
- Perform other duties as may be deemed necessary and appropriate by the Program Manager or Executive Director.

Education / Experience

- Bachelor's degree in computer, rehabilitation, communication or other related field*
- Experience in public service provision
- Personal experience with disability

**May be waived for appropriate experience*

Skills / Job Knowledge

- Excellent organizational skills
- Excellent communication skills
- Computer skills including Microsoft Windows and Office, adaptive programs and devices such as voice-recognition software, adaptive computer aids
- Ability to handle a number of job demands at once
- Ability to set priorities and meet deadlines
- Ability to work independently
- Effective decision-making skills
- Creative problem-solving skills
- Ability to interact pleasantly, constructively and cooperatively with SCIL staff, consumers and the public
- Flexibility in dealing with job functions and schedules
- Effective public presentation skills
- Ability to work effectively as part of a team

Responsibilities

- Perform research and reference activities
- Handle frequent telephone contacts
- Serve on community task forces, committees, councils
- Coordinate and deliver services as determined by consumer contacts
- Lead group workshops, training, demonstrations

Supervision

- Supervised by the Program Manager