

Southern Tier Independence Center
JOB DESCRIPTION

Position: Assistive Technology Specialist

Hours: Non-exempt, full-time 35 hours per week

Date Created: 7/2018

QUALIFICATIONS

1. Two years of college with emphasis on technology or related field, or equivalent experience.
2. Knowledge of and experience with assistive technology for people with disabilities.
3. Experience conducting outreach and making presentations to small and large groups.
4. Extensive knowledge of different disabilities preferred.
5. Superior attention to detail, essential.
6. Excellent organization, communication and computer skills, essential.
7. Excellent problem solving and conflict resolution skills, essential.
8. A strong commitment to integrating people with disabilities in all aspects of community life.

RESPONSIBILITIES

1. Travel throughout a five-county service area including: Broome, Chenango, Delaware, Otsego and Tioga counties.
2. Occasionally work a flexible schedule that may include early mornings, evenings and weekends.
3. Make presentations and conduct device/software demonstrations for community agencies, families and consumer groups, etc. describing the TR Aid Program, types of assistive technology and opportunities for and methods of obtaining the technology.
4. Outreach to and network with agencies and individuals in our service area to share information and develop referral streams.
5. Provide training to schools, agencies, etc. in the five county area about low- and high-tech assistive technology, available funding sources and appropriate referrals to the program.
6. Assist people with disabilities and/or their families to self-evaluate their assistive technology needs, obtain information about technology options and funding sources, and pursue and obtain technology items.
7. Attend meetings in Albany and other events as required.
8. Perform loans of all equipment and assistive technology available through STIC's TR Aid Program, follow-up on overdue items, maintain a waiting list of individuals needing assistive technology and follow-up with them as equipment becomes available..
9. Prepare all informational and promotional materials for the TR Aid Program.
10. Coordinate and work to expand STIC's loan closet of assistive technology items.
11. Receive and evaluate all equipment donations to determine if they are acceptable.
12. Maintain loan closet in a neat and organized manner, and clean equipment when donated, returned, or otherwise needed..
13. Complete and maintain required program and statistical data and submit reports in a comprehensive and timely manner.
14. Attend all mandatory agency trainings, meetings, sign language class and advocacy groups.
15. Collect and input statistical and other data and prepare and submit reports as required.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best-qualified applicant for the position, without regard to race, creed, color, national origin, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition or carrier status.