JOB TITLE

Assistive Technology/Independent Living Specialist

JOB SUMMARY

The Assistive Technology/Independent Living Specialist will promote consumer directed technology and services to persons with disabilities within a 4-county area. The Assistive Technology/Independent Living Specialist is responsible for delivering an array of technology and independent living services as requested by persons with disabilities and public and private organizations.

QUALIFICATIONS

• Bachelor’s Degree in rehabilitation, technology, ergonomics, or occupational therapy OR an Associates Degree in COTA preferred
• An equivalent combination of education and experience in assessing and providing assistive technology services will also be considered
• RESNA certification or an ability to become certified within one year is required
• Two years of documented experience working with people with disabilities or first hand experience with a disability required
• Ability to communicate effectively orally and in written form required
• An insured vehicle and valid driver’s license available for daily use, or ability to arrange own transportation required
• Knowledge of Assistive Technology and related resources required
• Knowledge of and ability to use computer required
• Knowledge of disability rights and IL philosophy preferred
• Knowledge of Americans with Disabilities Act, the Rehabilitation Act, and Individuals with Disabilities Education Act preferred

ESSENTIAL FUNCTIONS OF THE JOB

1. Provide assessments of a person’s needs for assistive technology
   a. Meet with individuals at their home, place of employment, or wherever they need to meet to have barriers assessed and technology demonstrated
   b. Research best and cost-effective technology solutions
   c. Write technical and detailed reports for entities/individuals requesting assessments.
   d. Assist with purchasing items that are recommended in reports
3. Assistive Technology programs and services
   a) Maintain and catalog Demonstration and Loan items and rooms at ATI office
   b) Monitor AT4ALL website and data for agency
   c) Provide trainings to staff on devices and their use
   d) Support statewide advocacy efforts around technology issues
4. Provide training on device/software utilization
   a) Provide in a 1:1 or a class setting to individuals, families, community members
   b) Provide information on funding opportunities, selection, and training
5. Provide Information and Referral services
   a) Assist with complex technology needs of consumers
   b) Provide advocacy as needed for people needing AT or Accessibility
6. Provide case coordination
   a) Provide intake
   b) Goal development
   c) Service delivery
   d) Documentation
6. Employ professional judgment and continue professional development
   a) Participation in staff meetings, workgroups and committees
   b) Identify and participate in trainings to advance knowledge and skills
   c) Lead and/or participate in special agency projects
   d) Identify areas of interest and specialty to act as an agency resource

10. Other duties as assigned.

SUPERVISION
The Assistive Technology/Independent Living Specialist is supervised by the Assistant Director.

Employee’s Signature_______________________________________ Date______________________
Supervisor’s Signature_______________________________________ Date______________________

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