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Job Description

POSITION: Assistive Technology (AT) Specialist

SALARY: Full-time non-exempt position. Benefits include medical, dental, vision, paid holidays, sick leave, vacation leave, and 37.5 hour work week. \$15.00 to \$20.00 per hour.

Summary of Position

The Assistive Technology (AT) Specialist is responsible for assisting persons with disabilities to receive appropriate AT services, which will enable them to live more independently. This involves various services such as needs assessments for AT devices and phone applications, information & referral services, outreaches, developing IL plans, AT independent living skills training, grassroots advocacy, and the maintaining of required paperwork and data collection.

Line of Authority

Reports to the AT Coordinator or designee

Essential Functions

1. Interview and complete consumer intake forms and all other documents related to consumer case service record (CSR) for AT services.
2. In partnership with the consumer, develop and implement independent living plans.
3. Provide information to consumers and the community on the various types of AT available to persons with disabilities.
4. Demonstrate various video equipment, AT equipment, and AT phone applications to people with disabilities.
5. Monitor and assist with the agencies AT computer lab.
6. Maintain and update AT consumer files for compliance and accuracy.
7. Compile AT related-service reports in collaboration with the AT Coordinator.
8. Gather, organize and maintain large amounts of AT information and resources to share with consumers and the community (AT equipment, AT programs, AT services, etc.).
9. Conduct outreach and advocacy services throughout Kern County to reach underserved persons with disabilities.
10. Attend and participate in meetings facilitated through the AT network.
11. Assist AT Coordinator to accomplish grant goals.
12. In collaboration with the AT Coordinator, oversee the agencies 'Recycling Program' to assist people with disabilities in obtaining various types of durable medical equipment such as power chairs and wheelchairs.

13. Advocate for consumers to obtain various types of AT through other programs, vendors, and/or health care providers.
14. Advocate and assist consumers in obtaining their own AT equipment and/or durable medical equipment through different funding resources (Medi-Cal, Medicare, etc.)
15. Post and update available AT equipment on the AT Exchange website.
16. Perform AT training classes and/or in-services.
17. Promptly run and submit data reports for grant and contract purposes.
18. Perform all other duties as assigned by supervisor.

Qualifications for the Position

Requirements

- AA degree or two years related experience in social or human services
- Ability to communicate and work effectively with the public, staff, and consumers
- Knowledgeable of different AT devices and equipment used by people with disabilities
- Ability to advocate for consumers requesting AT devices
- Ability to move and/or carry small to mid-size equipment (walkers, wheelchairs, etc.)
- Knowledge of Microsoft Office software, including MS Word, Excel, and Outlook

Preferences

- Life experience with a disability
- Ability to speak Spanish or American Sign Language (ASL)
- Knowledge of Braille, Medi-Cal and/or Medicare insurance processes

PHYSICAL AND EMOTIONAL DEMANDS

The physical demands of the position are representative of the duties listed above, and essential for the employee to perform. Must be able to remain in a seated position for an extended period. Must be able to operate a computer, key board, phone, and monitor for an extended period. The person must be able to move and/or carry small to medium size AT equipment and Durable Medical Equipment (DME). Constantly operates a computer, phone, and other office machinery.

The emotional and stress demands of the position are representative of the duties listed above, and essential for the employee to perform. Must be able to handle moderate to high levels of stress during times of high call volume. Communication and behavioral styles vary, and the employee must be able to adjust with these styles during grant and reporting deadlines.

ILC of Kern County is an equal opportunity employer committed to hiring staff who reflect the diversity of our community. Persons with disabilities are encouraged to apply. Reasonable accommodations will be made for qualified individuals with disabilities to perform the essential functions of the position.

Please send resume and cover letter to: Jimmie Soto, Executive Director

jimmie@ilcofkerncounty.org

(Position Open Until Filled)