

POSITION: Assistive Technology Coordinator

JOB OBJECTIVE: Coordinate assistive technology services for children and adults at TARC. Provide support services, program planning, consultation, and training for implementation of assistive technology services. Be a member of a TEAM that confidently and competently supports one another.

IMMEDIATE SUPERVISOR: Children's Services Director

RESPONSIBILITIES:

I. ADAPTIVE TECHNOLOGY

- A. Work collaboratively with team members to meet the technology and equipment modification needs of the individuals served by TARC. Identify and utilize appropriate consultants as needed.
- B. Assist service delivery teams while creatively brainstorming assistive technology and adaptive equipment options to increase independence and success for persons served.
- C. Identify, develop, and assist with designing customized materials to meet individualized programming needs.
- D. Identify, in consultation with the service delivery team, materials, tools, and other equipment needs to meet programming requirements for children and adults.
- E. Maintain equipment by inventorying, repairing and cleaning equipment as needed. Arrange for repairs through vendors of equipment as needed.
- F. Provide services within TARC setting, community settings and work environments as needed.

II. STAFF DEVELOPMENT AND COMMUNITY TRAINING

- A. Be available to persons supported, families and staff as a resource for information related to adaptive technology. Collaborate with staff as needed concerning implementation of individualized and group programs.
- B. Network with local agencies, clubs, professionals, and community members within the field of assistive technology and adaptive equipment.
- C. Develop relationships with affiliates and other providers to encourage inclusion of assistive technology within the community.

III. ADMINISTRATION

- A. Provide input to budget and department planning activities. Manage paperwork for monitoring budget in collaboration with supervisor.
- B. Collaborate on projects related to adaptive technology.
- C. Maintain appropriate data pertaining to all aspects of the Assistive Technology Department.
- D. Supervise students and volunteers as requested.
- E. Maintain standard operating procedures.

IV. PROFESSIONAL DEVELOPMENT

- A. Strive for self-development through in-service education.

- B. Seek information to expand knowledge on assistive technology and maintain a current knowledge base of resources.
- C. Monitor journals, the Internet, and other publications to keep up to date on current developments in the field.

V. TYPICAL DEMANDS

- A. Requires lifting, handling, and transporting equipment.
- B. Requires manual dexterity sufficient to operate equipment such as communication devices, adaptive and assistive devices, and computers.
- C. Requires creativity and problem-solving skills to analyze situations and environments and recommend solutions.
- D. Must work with many different programs in the agency and staff on a daily basis.
- E. Must be prepared to trouble shoot technical problems on a daily basis.

VI. CONTRIBUTE AS A MEMBER OF ASSISTIVE TECHNOLOGY TEAM MEMBER

- A. Maintain excellent communication and professional relationship with TARC staff, families and persons supported.
- B. Participate in team meetings by sharing ideas and being actively involved in team processes.
- C. Maintain integrity and discretion in safeguarding confidentiality and restricted information gained through internal and external sources as a part of job requirements.
- D. Organization and completion of referrals in a timely manner.

VII. OTHER DUTIES AS ASSIGNED

QUALIFICATIONS: Persons of good character who are mentally and physically able to conduct themselves in a responsible manner to carry out the job for which they are employed.

EDUCATION: Preferred Assistive Technology Professional credential in addition to a bachelor's degree in special educational, rehabilitation counseling, or relevant career and technical education training in computer programming (3D printing), design or rehabilitation technology.

EXPERIENCE AND TRAINING: A minimum of 2 years' experience in working with people with developmental disabilities or in a health-related field required preferred. Preferred 2 years' experience with 3D printing, CNC router and design software. One-year supervisory experience preferred. Ability to creatively problem solve concerns. Excellent interpersonal skills especially in dealing with diverse populations.

CLASSIFICATION: Non-Exempt

SALARY LEVEL: 3

EEO: 9 Service Workers

WC ID: 8864 Social Services

TRAINING REQUIREMENTS: As outlined in TARC Policy 03-014 Staff Development.

WORKING CONIDITIONS AND PHYSICAL EFFORT:

- Work is primarily performed in typical interior/office work environment, however some consultation in community locations such as homes or childcare centers is required.

OTHER REQUIREMENTS:

- A. Must have and maintain a valid Kansas Driver's License.
- B. Maintain eligibility for TARC's standard insurance policy.

- C. Must provide monthly Drivers Time Records to HR Division as required by the KCC (Kansas Corporation Commission) if employed outside of TARC.
- D. Must be able to exercise good judgment and discretion in handling confidential information.

The above Job Description has been reviewed with me by my Supervisor and I understand my job responsibilities as outlined above.

Employee Name

Date

Supervisor Name

Date

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined on the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an "at will" basis.