**disABILITY LINK Job Posting:**

Internal and External

**Date Open: 8/09/17 Date Closed: until filled**

**Job Description: Technology Independent Living Specialist**

**Position:** **Technology Independent Living Specialist**

**Reports to:** Program Manager

**FLSA Status:** Hourly

**Part-time or Full-time:** Part-Time possible internship/apprenticeship program

**Summary:**The Technology Independent Living Specialist is responsible to create programs that are targeted towards internet, computer and technology as well as coordinating and providing set up and maintenance for webpage, computers, internet and communicative devices within the organization. The Technology Independent Living Specialist will also assist with providing internet, computer and technology services one on one with staff, consumers and disABILITY LINK facilitated groups. As part of the core elements of the mission of disABILITY LINK, the Technology Independent Living Specialist is responsible for working with all ages and types of people with disabilities in setting and maintaining goals to become independent or maintain independence in the community, with primary focus on internet and technology. These independent living (“IL”) services include, but are not limited to: individual and systems advocacy, independent living skills training, information and referral (“I&R”) services and peer support to individuals with disabilities, their families, and the community.

**JOB DUTIES**

**A. Provision of Independent Living Services to consumers.**
1. Provide technology services as needed for programs at disABILITY LINK.

2. Provide training opportunities for staff, consumers and the public on technology.

3. Receive and respond appropriately to I & R requests, by phone (voice, TTY), written request, and/or in person, providing information and making appropriate referrals in a timely manner.
4. Maintain detailed records of all contacts made.
5. Provide orientation to Independent Living Philosophy and I L services to consumers new to the Center for Independent Living (“CIL”) and who request individualized services.
6. Schedule and conduct initial interviews to identify the nature of the service request, assist consumers in developing goals, and make necessary referrals.

7. Screen requests for the CIL’s specific assistance and assist consumer in submitting documentation necessary to approve applications as needed.

8. Provide one-on-one skills training with consumers.
9. Maintain confidential files as required.
10. Document statistics as appropriate for monthly, quarterly and year-end reports.
11. Complete all other necessary paperwork including Management Information System (MIS) forms.

12. Provide job coaching to consumers.

13. Maintain technology databases.

14. Assist with the CIL annual fundraising event(s).

15. Perform other duties as assigned.

**B. Provision of Technology and Computer related Services**
1. Set up of work stations, telephone and computers.

2. Provide training opportunities for staff, consumers and the public on internet usage and technology in groups and on a one on one basis.

3. Make recommendations, set up and provide trainings for communicative devices within the organization such as telephone, video and television, displays and other needed technology.

4. Maintain a record of all computer and software, communicative devices, televisions and other items as directed.
5. Set-up for conference calls.

6. Provide assistance for running of related technology for use at presentations, conferences, staff meeting and other events.
7. Maintain and manage company webpage with updated information.

8. Assist with newsletter and other forms as directed.

9. Provide one-on-one skills training with consumers and staff.
10. Maintain confidential files as required.
11. Document statistics as appropriate for monthly, quarterly and year-end reports.
12. Complete all other necessary paperwork including Management Information System (MIS) forms.

13. Assist with the CIL annual fundraising event(s).

14. Perform other duties as assigned.

**C. Promote disability awareness and the Independent Living Philosophy.**
1. Publicize and promote the concept of independent living through development of newsletters and dates to remember.

2. Provide presentations to community organizations and assist consumers and co-workers with all aspects of the use of technology as well as assisting with all aspects of public relations.
3. Serve on community wide committees which promote community involvement and cooperative networking regarding disability and technology issues.

**Knowledge, Skills and Abilities:**1. Ability to work independently and exercise discretion and independent judgment regarding the provision of services and advocacy on behalf of individuals with disabilities.
2. Knowledge of technology, its operation and its use in promoting independent living for individuals with a disability.

3. Experience with pc set up, trouble shooting, network and strong technical understanding of webpage management, voice, video and data.

4. Experience with internet, networking and email set up and protocols.
5. Ability to communicate effectively both orally and in writing.
6. Ability to establish and maintain effective working relationships with consumers, co-workers, the public, and other service providers.
7. Advanced skill in computer operations.

**Education:**Minimum qualifications require a Bachelor's degree in a technology services, human services or related field of study combined with a minimum of 2 years experience in a disability-related position. This requirement can be waived when the employer identifies unusual experience and aptitude for the position based upon life experience. Experience in a technology related field is required. Personal experience with disability-related issues is preferred.

* Location: disABILITY LINK Office
* Compensation: Hourly range $10.00 to $12.00 Based on experience, 20 hour week
* Schedule: Minimal schedule will be 10 am to 2 pm Monday through Friday with occasional changes to work schedule as organization needs.
* This is at a non-profit organization.
* Principals only. Recruiters, please don't contact this job poster.
* Please do not contact job poster about other services, products or commercial interests.

Qualified people with disabilities and diverse backgrounds are encouraged to apply.

**disAbility Link** is an equal employment opportunity employer. To apply for this unique opportunity to be directly involved within your community, please forward your cover letter and resume to the attention of Kristal Southern at ksouthern@disabilitylink.org