**disAbility Link Job Posting:**

Internal and External Posting

**Date Open: 5/30/17**

**Internal and External position posting until 6/29/17**

**Job Description: Assistive Technology and Deaf-Blind Independent Living Specialist**

**Position:** Assistive Technology and Deaf-Blind Independent Living Specialist

**Reports to:** Program Manager

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

**Summary:**The Assistive Technology and Deaf-Blind Independent Living Specialist is responsible to create programs that are targeted towards assistive technology as well as coordinating and providing specialized and traditional direct Independent Living services for deaf-blind consumers. The Assistive Technology and Deaf-Blind Independent Living Specialist will also assist with providing interpretive services one on one with consumers and disABILITY LINK facilitated groups. As part of the core elements of the mission of disABILITY LINK, the Assistive Technology and Deaf-Blind 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 assistive technology needs as well as deaf-blind individuals. 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 interpretive services as needed for programs at disABILITY LINK as well as one on one with blind and deaf consumers.

2. Provide training opportunities for staff, consumers and the public on deaf-blind issues and assistive technology.

3. Maintain display for assistive technology equipment.

4. 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.
5. Maintain detailed records of all contacts made.
6. 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.
7. Schedule and conduct initial interviews to identify the nature of the service request, assist consumers in developing goals, and make necessary referrals.

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

9. Provide one-on-one skills training with consumers.
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. Provide job coaching to consumers.

14. Maintain assistive technology databases.

15. Conduct Monthly tech classes for deaf population

16. Conduct monthly ASL classes

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

17. Perform other duties as assigned.

**B. 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. Maintain mail serve list in order to promote awareness to community.

2. Provide presentations to community organizations and assist consumers and co-workers with all aspects of the use of assistive 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, deaf-blind and assistive technology issues.

**QUALIFICATIONS
A. Education and Experience**

Minimum qualifications require a Bachelor's degree in a 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 developing and implementing social media for organizations, and in the use of assistive technology by individuals with disabilities is preferred. Experience and knowledge of sign language and interpretive services preferred but not required. If no experience in sign language and interpretive services will be required to attend classes for basic sign language. Personal experience with disability-related issues is preferred.

**B. Knowledge, Abilities and Skills**

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 social media, its operation and its use in promoting independent living for individuals with a disability.

3. Knowledge of assistive technology, its operation and its use in promoting independent living for individuals with a disability.

4. Knowledge of human disabilities and their characteristics.
5. Knowledge of program coordination/direction and its implementation.
7. Ability to communicate effectively both orally and in writing.
8. Ability to establish and maintain effective working relationships with consumers, co-workers, the public, and other service providers.
9. Advanced skill in computer operations.

* Location: disABILITY LINK Office
* Compensation: Hourly range $10.00 to $12.00 Based on experience , 20 hour week
* Schedule: TBD 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