

Roads To Independence
3355 Washington Blvd
Ogden, UT 84401
801-612-3215
801-612-3732(fax)

Position Title: Assistive Technology Coordinator

Agency Description: Roads To Independence (RTI) is a non-profit, grassroots, advocacy organization by and for people with disabilities. RTI is an active agency looking to assist individuals with disabilities live as independently in the community as possible. Core services include but are not limited to Advocacy, Information and Referral, Life Skills Training, Peer Support, Recreation, Assistive Technology and Transition (Youth, Nursing Home, and Diversion from Institutions). We primarily cover Davis, Morgan and Weber Counties.

Status: Part or Full Time with benefits

Salary: \$12 - \$16 Based on experience

Reports to: Day to day direction by Program Manager and Executive Director

Closing Date: Position remains open until filled by qualified applicant.

To Apply: Email **resume and cover letter** to roads@roadstoindependence.org (Please reference "Assistive Technology Coordinator" or mail/deliver resume to:

Roads To Independence
Attn: Tracy Socwell, Program Manager
3355 Washington Blvd.
Ogden UT 84401

Job Description: The AT Coordinator is responsible for working with all age and types of people with disabilities in setting and maintaining goals to become independent or maintain one's independence with the assistance with assistive technology. This includes items such as Ramps, Porch Lifts, Home Modifications, Vehicle Modifications, Assistive devices/technology for individuals that have visual disabilities and those with hearing loss, among others. Independent living goals vary based on the individual's needs. The AT Coordinator approves all financial eligibility for AT and is responsible for consumer satisfaction with the AT equipment, as well as, AT applications, AT eligibility, and reporting information.

Requirements:

- ◆ GED or High School Diploma some college preferred;
- ◆ Computer literate, good typing speed;
- ◆ Excellent organizational skills;
- ◆ Excellent written and oral communication skills;
- ◆ Must be organized with attention to detail;
- ◆ Willingness to advocate, coordinate, and educate;
- ◆ Experience working with people with disabilities or other minority groups, personal experience with a disability is preferred;
- ◆ Reliable means of transportation to travel throughout a multi-county service area.
- ◆ Must have an acceptable Criminal Background Check;

RESPONISBILITIES

1. Evaluate consumer needs and make eligibility recommendations;
2. Perform intakes on new consume gathering all applicable documentation and information;
3. Maintain individual Independent Living Plans on consumers and other records necessary to provide services;
4. Provide information and referral services;
5. Review, monitor and submit AT Packets to Utah State Office of Rehabilitation (USOR) and other funding sources;
6. Review all financials before approving packets;
7. Submit necessary reports to the Program Manager in a timely manner;
8. Work with AT Coordinator to maintain accuracy and updated information on all files;
9. Supervise and monitor files and maintain integrity and confidentiality;
10. Generate and maintain data for PPR annual Report;
11. Keep accurate counts and records of individual goals set by consumers and goals reached. All demographics of each consumer;
12. Participate in consumer evaluations and annual reviews;
13. Advocate for consumer as needed;
14. Interact with consumers in a professional manner with respect for their rights and maintain strict adherence to the independence living philosophy;
15. Other duties as assigned by the Program Manager and Executive Director.

Other Qualifications:

- Familiar with community resources;
- Ability to verbalize and express ideas clearly in written, oral, and computer communications;
- Experience with setting independent living goals with people with disabilities, providing individual and group services and maintaining consumer service records;
- Bilingual ability a plus;
- Interact with consumers in a professional manner with respect for their rights and maintains strict adherence to the independent living philosophy;
- Must have the ability to prioritize and handle multiple tasks, and must be computer literate, dependable, flexible and able to work well under pressure;
- Personal experience with disability and /or knowledge of disability issues and the consumer/community based independent living philosophy a plus;
- A team player and supportive of other staff members;
- **People with disabilities are encouraged to apply.**

Working Conditions:

Work schedule requires flexibility and is dependent upon program needs. Work is typically performed in an office environmentally controlled setting. The position requires traveling out of area and working flexible hours, rarely working during weekends and evenings.

This job description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills, efforts or working conditions associated with the position. While it is intended to be an accurate reflection of the job requirements, RTI reserves the right to modify, add or remove duties and to assign other duties as necessary.

RTI is an affirmative action/equal opportunity employer and is committed to increasing the diversity of its workforce and sustaining a work environment that is inclusive. Women, minorities, veterans and people with disabilities are encouraged to apply. Reasonable accommodations will be made for employees with disabilities.