

Roads To Independence (RTI)

3355 Washington Blvd. Ogden, UT 84401

801-612-3215

Position Title: Eligibility Specialist /Assistive Technology Specialist

Status: Part or Full Time with benefits

Salary: \$13 - \$17 Based on experience. Based on experience. Employees working 30 and over are eligible for health and dental insurance. Retirement benefits after probationary period.

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 Specialist")

Roads To Independence

Attn: Andy Curry, Executive Director

3355 Washington Blvd.

Ogden UT 84401

Job Description: The Assistive Technology Specialist 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 of Assistive Technology(AT). This includes items such as Ramps, Porch Lifts, Home Modifications, Vehicle Modifications, Assistive devices for the Blind/visually impaired and those with hearing loss, among others. Independent living goals vary based on the individual's needs. The AT Specialist approves all financial eligibility for AT and is responsible for consumer satisfaction with the AT equipment, as well as, AT applications, eligibility, Tracking, charting and reporting information.

RESPONISBILITIES

1. Perform intakes and gathering all applicable documentation and information;
2. Maintain individual Independent Living Plans on consumers and other records necessary to provide services;
3. Advocate for consumer as needed, either individually or as a group;
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. Evaluate consumer needs and make eligibility recommendations;
8. Submit necessary reports to the Program Manager in a timely manner;
9. Work with AT Coordinator to maintain accuracy and updated information on all files;
10. Supervise and monitor files and maintain integrity and confidentiality;
11. Generate and maintain data for reporting;
12. Keep accurate counts and records of individual goals set by consumers and goals reached and all demographics of each consumer;
13. Participate in consumer evaluations and annual reviews;

14. Perform other duties as assigned by the Program Manager and the Executive Director;
15. Interact with consumers in a professional manner with respect for their rights and maintain strict adherence to the independence living philosophy;
16. Other duties as assigned by the Program Manager and Executive Director.

QUALIFICATIONS:

- Must be very organized with the attention to detail, and maintain tracking sheet in Excel or program data base;
- Must have the ability to prioritize and handle multiple tasks, and must be computer literate, dependable, flexible and able to work well under pressure;
- Ability to verbalize and express ideas clearly in written, oral, and computer communications;
- Experience with setting independent living goals with people with disabilities, and maintaining consumer service records;
- Must have good computer skills and ability to train skills training to consumers is a plus;
- Interact with consumers in a professional manner with respect for their rights and maintains strict adherence to the independent living philosophy;
- High school graduate or equivalent bachelor's degree preferred, courses in general office work, computers and typing, or two years' experience working in a business office performing general office or clerical functions;
- 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;
- Applicant must pass criminal background check;
- Reliable means of transportation to travel throughout Weber, Morgan, and Davis Counties;
- Bilingual ability a plus
- 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 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.