



POSITION TITLE: Assistive Technology (AT) Specialist
DATE: September 2019

SALARY RANGE: as set by Letter of Employment	IMMEDIATE SUPERVISOR: Director of Assistive Technology Services
THIS IS A: Exempt ___ Non-Exempt ___	Hourly ___ Salaried <u>X</u>
Full-Time <u>X</u> Part-Time ___	

GENERAL FUNCTION: To provide Assistive Technology Services to individuals with disabilities throughout the Middle Tennessee area. This position is itinerate in nature.

SUPERVISORY RESPONSIBILITY: None

- DUTIES AND RESPONSIBILITIES:**
1. Perform Assistive Technology Evaluations and Screenings for individuals with disabilities to explore accessibility options, primarily for computer access in the workplace, school, or home.
 2. Develop a comprehensive set of recommendations for devices, training, and services for clients, based upon the information gathered during the evaluation.
 3. Provide written reports with a complete set of recommendations and purchasing information in a timely fashion to adhere to the funding source's requirements.
 4. Demonstrate Assistive Technology to families, consumers, professionals, and others.
 5. Perform delivery, setup, and technical support on Assistive Technology devices.
 6. Provide training on Assistive Technology equipment.
 7. Communicate with clients and stakeholders about service delivery.
 8. Participate in Team Meetings relating to clients to provide guidance on assistive technology matters.
 9. Provide at least quarterly assistive technology trainings to vocational rehabilitation counselors, as set by the grant and coordinated with the VR Regional Supervisors.
 10. Maintain current knowledge base for assistive technology and workplace accommodations.
 11. Other duties as assigned.

KNOWLEDGE AND REQUIRED TRAINING: The person occupying this position must possess a Rehabilitation Engineering Degree, Occupational Therapy Degree, or similar degree with experience in Assistive Technology; advanced degree preferred. Assistive Technology experience with a variety of solutions is also preferred.

PERSONAL RELATIONSHIPS: In order to appropriately accomplish the duties of this position, the person will be required to maintain effective relationships with the Center's leadership, staff, clients/families, members of the community, board of directors, and other stakeholders of the

Center. This person must have an empathetic understanding of client population and be able to relate to them in a positive and supportive fashion.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of duties to be performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Name (printed): _____

Staff's Signature: _____ Date: _____