



Star Center
 1119 Old Humboldt Road
 Jackson, TN 38305
 731-668-3888 • star-center.org

POSITION TITLE: Office Coordinator (Assistive Technology/TTAP-Nashville)
DATE: July 2023

SALARY RANGE: as set by Letter of Employment	IMMEDIATE SUPERVISOR: VP of Client Services
THIS IS A: Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>	Hourly <input checked="" type="checkbox"/> Salaried <input type="checkbox"/>
Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/>	

GENERAL FUNCTION: Providing assistance for the Assistive Technology (AT) staff in daily administrative activities and performing/coordinating activities of the STAR Center's partnership with the Tennessee Technology Access Program (TTAP) in the Nashville office.

SUPERVISORY RESPONSIBILITY: None at this time, but extensive teamwork with other employees is required.

DUTIES AND RESPONSIBILITIES:

- Administrative duties including, but not limited to:
 - Receiving, processing, and distributing mail/packages to AT staff.
 - Scheduling/confirming appointments with clients.
 - Tracking inventory and maintaining physical organization within the Nashville office and storage unit.
 - Maintaining documentation in Track Records.
 - Assisting with processing referrals in a timely manner.
 - Maintaining communication with referral sources in Middle TN.
- TTAP Program duties, including the following areas (The ideal candidate will have the ability to perform the majority of these duties, but teamwork with other employees to leverage their expertise in these areas will be required.):
 - Device Reuse:** Perform or coordinate the repair, sanitation, and refurbishment of AT devices.
 - Device Loan:** Coordinate and track short-term device loans for the purpose of temporary accommodations or assisting with decision making or self-training.
 - Device Demonstrations:** Work with people with disabilities and others to compare the features and benefits of AT devices.
 - Training:** Provide or coordinate organized instructional events to enhance the knowledge skills, and competencies of participants regarding AT devices and services.
 - Technical Assistance:** Provide or coordinate direct problem-solving consulting services to other organizations to improve their services, management, policies, or outcomes.
 - Transition:** Training or Technical Assistance activities must be carried out for school transitions under IDEA and adults with disabilities maintaining or transitioning to community living.
 - Public Awareness:** Provide information to targeted individuals and entities relating to the availability, benefits, appropriateness and costs of assistive technology devices and services.
 - Information and Assistance:** Answer questions and provide assistance regarding assistive technology devices, services, and resources.
 - Reporting:** Collect information and forms, perform data entry, and compile thorough reports on TTAP activities using the National Assistive Technology Act Data System (NATADS).
 - Success Stories:** Collect, write, and publish anecdotes and success stories of TTAP clients in coordination with stakeholders at the State of Tennessee, the STAR Center marketing coordinator, and the STAR Center President.
- Additional duties may be required as assigned.

The Star Center's mission is to help any person with any disability to realize their potential.

TRAVEL REQUIREMENTS:

This position requires frequent traveling between client sites within the greater Nashville, Northern Middle, and Southern Middle Tennessee area. A valid driver's license, a reliable personal vehicle, and a good driving record with an appropriate level of automobile insurance is expected; however, if applicant is unable to drive for any reason, reliable personal transportation is a requirement of this position.

KNOWLEDGE AND REQUIRED TRAINING:

- Associate's degree required. Bachelor's degree or higher a plus.
- Background in social work, rehabilitation counseling, or other human services fields.
- OR background in science, technology, engineering, or medical fields.
- Strong interpersonal and communication skills.
- Must have a strong interest in helping people with disabilities.
- Must enjoy using and learning about devices and technology.
- Proficiency with PCs, tablets, and smartphones.
- Experience with refurbishment and modification of PCs, tablets, and smartphones a plus.
- Experience with device modification, such as switch adaptation of toys, a plus.

PERSONAL RELATIONSHIPS: The person selected for this position must establish and maintain effective communication with staff and community partners. 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): _____

Name (signed): _____

Date: _____