

JOB DESCRIPTION: ASSISTIVE TECHNOLOGY ADVOCATE

DEPARTMENT:	Service	SALARY LEVEL:	to be negotiated
SUPERVISOR'S TITLE:	Program Manager		Full-time, non-exempt position
PREPARED BY:	Executive Director	DATE:	11/17/2003
APPROVED BY:	Board of Directors	DATE AMENDED:	1/06/2006, 09/28/16

DEFINITION

Under the direction of the supervisor named above and in cooperation with other members of FREED's service team, the Assistive Technology (AT) Advocate will carry out duties related to FREED's AT programs and services including providing AT information and referral, outreach, education, technical assistance, and training. The AT Advocate provides staffing for the Equipment Reuse program to support consumer AT related goals for independent living. The Assistive Technology Advocate actively participates in the statewide Ability Tools Network and carries out all duties defined in the annual AB204 AT plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Become familiar with all aspects of the FREED program in order to assist consumers in understanding their level of independence on a continuum as well as their service needs.
- Provide AT enhanced information and assistance by working with the consumer to identify the individual's long and short term needs, identifying resources to meet those needs, providing referrals to identified resources, and, where appropriate, providing warm hand-offs, and following up to ensure that a consumer's needs have been met.
- The AT Advocate shall provide: information, education, technical assistance and training to consumers, community service providers, educators and interested community members about AT equipment, programs and services. Provide information, support and training to assist consumers in achieving stated AT independent living goals and/or make referrals to appropriate resources and agencies.
- Collaborate with all FREED service staff to support consumers in meeting their independent living goals including in transitioning consumers to community based living with coordination of AT services and supports when appropriate.
- Administers and provide direct services through the Equipment Reuse Program including accepting AT donations, managing inventory, and providing AT reuse equipment to consumers to assist them with meeting their independent living goals.
- Provides referrals to the Device Lending Library which provides device loans to individuals.
- Research, gather, and organize information on a wide range of AT topics. Provide information about local AT services to Ability Tools.
- Participate actively as a member of the statewide Ability Tools including attending trainings and meetings intended for Ability Tools members.

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- Become involved with at least one community awareness/education and systems advocacy project.

ADDITIONAL DUTIES:

- Maintaining accurate, comprehensive and confidential case records of services requested and provided utilizing FREED's consumer service records policies and procedures, and standards, indicators and assurances as required in Title VII of the Rehabilitation Act, AT Act, and corresponding regulations.
- Submit all required records and reports in an accurate, legible and timely manner.
- Other related duties as assigned.

QUALIFICATION REQUIREMENTS

The requirements listed below are representative of the knowledge, skill and/or ability desired. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

• EDUCATION AND/OR EXPERIENCE

High School diploma, or GED, and three (3) years experience providing services to people with disabilities.

• SKILLS

Ability to read, analyze and interpret written materials appropriate for the delivery of consumer services. Ability to conduct research (including Internet), problem solve and follow trends in Assistive Technology. Ability to respond to inquiries from consumers, their families, staff, local organizations as well as the general public. Ability to write and deliver speeches. Ability to effectively present information to consumers and their families, staff, and public groups. Ability to prepare written reports, letters and press releases.

- Strong computer skills including Internet. Familiarity with speech input and output software is desirable.

• STRESS LEVEL

Moderate. This person is frequently expected to think clearly in emergencies and complete work with deadlines.

• OTHER SKILLS AND ABILITIES

Understand and convey the concepts of independent living. Ability to exercise initiative, ingenuity and sound judgment in providing consumer services and participating in community education, advocacy or awareness projects. Ability to work effectively with community resource agencies and/or staff.

- Bilingual in Spanish and English desirable. Knowledge of ASL desirable.
- Ability to become conversant in the Americans with Disabilities Act.

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- **WORK ENVIRONMENT**

The noise level of the office working conditions is low to moderate.

Mostly indoors, occasionally outdoors.

Moderate amount of travel: local and regional.

FREED is a fragrance-free work environment.

- **EQUAL OPPORTUNITY EMPLOYER**

FREED is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. FREED is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

- **BACKGROUND CHECK**

FREED strives to provide a safe environment for staff, consumers, and volunteers. To support this environment and comply with applicable laws and regulations, FREED conducts background checks. The type of background check conducted may vary by position and can include, but is not limited to, criminal (felony and misdemeanor) history, and sex offender registry.

Signed:

Employee

Date

Supervisor

Date

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9/28/2016