

# Assistive Technology Specialist

## DESCRIPTION

Are you a team player who enjoys problem solving and helping others? Access Technologies, Inc. is a dynamic statewide company that is growing, and currently seeking a full time Assistive Technology Specialist to JOIN OUR TEAM.

We have a great product -- *we provide independence to Oregonians, throughout their home, work, school and recreational activities.* But what makes a company so great is the culture, high moral, and the endless hunger to help more individuals. Is this you?

## ABOUT OUR COMPANY

The mission of Access Technologies, Inc. is to increase assure that persons with disabilities in Oregon will be able to secure and effectively use assistive technologies.

Access Technologies, Inc., provides information and service concerning the functions of, Access Technologies, Inc. is a non-profit organization whose mission is to assure that persons with disabilities in Oregon will be able to secure and effectively use assistive technologies.

Access Technologies, Inc., provides information concerning the functions of, access to, availability of, and funding for assistive technologies, which may allow individuals with disabilities the opportunity to more fully participate in society. Such activities are designed to impact immediate personal opportunities and larger provider, funding, and advocacy systems which will expand such opportunities in the future.

Our services are provided under grants, contracts and other funding.

## DUTIES AND RESPONSIBILITIES

### Training/Technical Assistance

- Develop, coordinate and conduct training on assistive technology devices and services, AT funding, policy and practices, Transition services, as well as IT and Telecommunication services, for local and state agency, business, educational, and community members
- Coordinate and conduct assessments to determine appropriate assistive technology, telecommunication and ergonomic solutions for individuals with disabilities.
- Assist customers in resolving technical problems over the telephone
- Set up demonstration lab, coordinate and conduct device demonstrations and Center tours as necessary, assist with coordination of equipment loan library, .
- Assemble, deliver, and setup workstations, chairs, and additional office furniture
- Configure, install, uninstall, and troubleshoot a variety of assistive technologies, telecommunication devices, computer software and applications

## **Marketing/Sales**

- Develop and implement marketing strategies. Demonstrate and sell assistive technology devices and services to existing and prospective businesses, service providers and consumers
- Prepare comprehensive, detailed reports, assessment findings, training services as well as price quotations and proposals
- Maintain record keeping system for project related activities
- Drive company vehicle to provide client and conference services locally and statewide
- Participate in technology related conferences and workshops
- Performs other related duties as assigned

## **QUALIFICATIONS**

ATP, Bachelor's degree or an equivalent level of education in related field (ie special education, rehabilitation, occupational/physical/speech therapy, rehabilitation engineering, instructional technology) and experience to meet the minimum qualifications of the position.

Demonstrated experience in the use of assistive technology, computer and other technology for individuals with disabilities may substitute for required education; report writing; and experience with recordkeeping systems

## **SPECIAL SKILLS REQUIRED**

Experience working with persons with varying degrees of ability  
Familiarity with computers and various types of adaptive equipment  
Experience in coordinating and/or conducting workshops, training events, equipment demonstrations  
Documented ability of working well with diverse individuals  
Excellent written and oral communication skills  
Experience with report writing and recordkeeping systems  
Customer oriented with customer service skills  
Experience in customer service related position  
Ability to work independently with minimal supervision, and with a team  
Ability to lift, twist, bend, stoop, and kneel, repetitively  
Knowledgeable in general office procedure  
Provide own transportation for local and statewide travel

## **SOME OF OUR BENEFITS**

Access Technologies, Inc. believes it's important to take care of good employees. Our benefits include paid health insurance, twelve Paid Holidays, paid Earned Time Off and a Company paid retirement plan.

All employees are required to pass a Drug/Alcohol and Criminal Background check.

Details on how to apply are listed under the [Join Our Team](#) link on our website ([www.accesstechnologiesinc.org](http://www.accesstechnologiesinc.org)).