



DISABILITY
COMMUNITY
RESOURCE
CENTER

JOB OPPORTUNITY

POSITION TITLE: Assistive Technology (AT) Services Coordinator
CLASSIFICATION: Non-Exempt
REPORTS TO: ILS Program Manager
SALARY RANGE: \$20.00 Hourly - \$23.00 Hourly

JOB SUMMARY

The Assistive Technology (AT) Service Coordinator is under the direction and supervision of the Independent Living Services Program Manager. The position is responsible for securing and providing information on Assistive Technology resources, member AT service coordination and implementation of AT public education and outreach programs to communities interacting with DCRC.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Conduct initial interviews with new DCRC members using Apricot database DCRC Participant Profile, collecting all information and documentation requested by DCRC and funders.
- Identify members in need of AT related to living independently in the community.
- Provide case management to referred members from other departments and outside collaborations.
- Familiarity with Software programs such as, Dragon, Jaws, AAC, Big Track, Chrome Book, Kurt's Well, Captel Phone, all Apple devices, Etc.
- Gather and organize information on a wide range of AT topics; maintain current information in Apricot.
- Design AT public education and outreach plan to reach members and other underserved target populations for AT services.
- Maintain positive community image through individualized culturally competent service delivery.
- Develop community contacts and serve as a liaison to DCRC AT services.
- Resolve AT inquiries of a general nature and make referrals to community resources and agencies when appropriate.

Disability Community Resource Center (DCRC)

12901 Venice Blvd., Los Angeles, CA 90066 • **Phone:** (310) 390-3611 • **Fax:** (310) 390-4906

- Collect required demographic information from callers and maintain accurate records of services requested and provided in Apricot.
- Attend AT related Community meetings, coalitions, forums, and activities specifically to inform them of DCRC AT services and to facilitate networking.
- Perform other duties as assigned.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Demonstrate advanced knowledge of the Independent Living movement, the Americans with Disabilities Act, the Individuals with Disabilities Education Act, and other related laws and regulations governing programs offered by DCRC.
- Demonstrate advanced knowledge and sensitivity engaging with diverse disability groups including but not limited to: Deaf/Hard of Hearing; Mental Health; Cognitive and Developmental Disabilities; Blind/Low-vision; Physical Disabilities; and Learning Disabilities.
- Interact with co-workers regarding independent living issues and provide coverage when co-workers are absent.
- Convey the independent living philosophy and principles of member control, equal access, and equal opportunity throughout delivery of services.
- Demonstrate commitment to DCRC and to the vision, mission, and management philosophy of the agency.
- Protect the health, safety and confidentiality of members (and coworkers) in all facets of the job.
- Adhere to agency policies and procedures – particularly those dealing with confidentiality – in all aspects of agency operations.
- Participate in developing and sustaining a healthy organizational culture based on safety, mutual regard, and open communication.
- Maintain accurate and detailed records; documenting, in particular, service to members.
- Advocate for the rights of members and the enforcement of the Americans with Disabilities Act.
- Complete all other duties as assigned in a responsible, professional and timely manner.

SKILLS & 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.

- Possess interpersonal skills needed to interact effectively and diplomatically with a

variety of staff, volunteers and members of the community.

- Basic supportive counseling and crisis intervention skills.
- Ability to communicate effectively (oral/written).
- Knowledge of basic computer applications and report writing.
- Organizational skills, ability to work both independently with minimal supervision, and as a team member.
- Life experience with a disability as well as knowledge of the Independent Living Movement philosophy preferred.

WORK ENVIRONMENT

- The work is performed primarily indoors, in the office.
- Community outreach requires some degree of local and regional travel, and the occasional outdoor event.
- Office environment includes moderate levels of noise and interruption.
- Stress level is moderate: expected to think clearly in emergencies, complete work with deadlines, deal with interpersonal conflicts, and work with frequent interruptions.

AAP/EEO STATEMENT:

The Disability Community Resource Center is an equal opportunity/affirmative action employer. People with disabilities, females, minorities and elderly persons are encouraged to apply for employment.

DISCLAIMER:

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other activities, duties and/or responsibilities may change or be assigned at any time with or without notice.

HOW TO APPLY

To apply for this position, please submit a cover letter, resume, and the completed employment application forms to dcrc@dcrc.co You may also fax your application documents to 310-390-4906 or drop them off to our Mar Vista office located at 12901 Venice Blvd., Los Angeles, CA 90066.

Please note that incomplete applications will not be considered.