



T H E C I L

***** JOB ANNOUNCEMENT*****

Position: Assistive Technology (AT) Specialist
Hours: Full-time – 30 hours/week
Supervisor: Sr. Program Manager
FLSA Status: Non-Exempt

Who We Are

Founded in 1972 in Berkeley, California, the Center for Independent Living (The CIL) emerged from the Independent Living movement of the 1960s as a powerful force in helping people with disabilities achieve their independence. TheCIL is the model for hundreds of Independent Living Centers throughout the U.S. and the world.

What We Do

TheCIL directly serves about 1000 individuals each year. Services include peer counseling, assistive technology consultation and training, employment services, travel training, a residential access program that provides simple equipment allowing seniors and people with disabilities to stay in their homes, systems change advocacy, work and benefits counseling, youth transitions, and a senior health/wellness program. The CIL's Information and Referral staff provide specialized, in depth connections to resources to an additional 5000-6000 people a year.

Our Guiding Principles:

- Comprehensive programs most effectively meet the needs of people with disabilities
- People with disabilities are the best experts on their lives
- The strongest and most vibrant communities are those that include and embrace diversity

Summary: This position assists the Residential Access Coordinator in working with clients to provide home modifications and determine AT needs while providing mobility AT expertise and coordinating TheCIL partnership with ReCares. The following description details the responsibilities for an AT Specialist.

Essential Functions:

- Assist Residential Coordinator with the following tasks:
 - Perform home assessments for feasibility and type of access modification required.

- Prepare bid packages and contracts for access projects, maintain a list of qualified contractors, and assign projects.
- Develop and carry out appropriate service plans with individuals requiring ramps and/or access modifications
- Maintain files, case notes and provide referrals to other services both within TheCIL and outside the agency.
- Work closely with the CDBG monitor to procure Environmental Review and State Historical Preservation Office approval for access jobs as well as ensuring the jobs comply with HUD guidelines.
- Submit required monthly reports and statistical information in a timely manner
- Provide AT Consultations for clients who may benefit from AT
- Work with Mobility Coach to assist with mobility AT consultations as part of Momentum, TheCIL's mobility training program
- Provide mobility AT workshops, including quarterly Wheelchair Repair and Maintenance Workshops
- Work with CFILC AT Network to receive training, provide input to the Statewide AT database, and work on statewide systems change advocacy issues
- Coordinate ReCares partnership for AT reuse program
- Build relationships and collaborate with other organizations in the community to benefit community programs.
- Other duties as assigned

Education and/or Work Experience:

BA and/or two (2) years of work experience with consumers in a social services agency providing information and referral services.

Qualifications:

- General knowledge of mobility devices and their applications
- General knowledge of access modifications AT
- Knowledge of community resources and demonstrated ability to respond appropriately to inquiries from consumers and their families, staff, local and regulatory agencies and the general public
- Experience providing independent living skills, peer counseling, advocacy, and information & referral services
- Experience working with people with disabilities, and personal experience with a disability preferred
- Bi-lingual/bi-cultural preferred

Physical Demands:

- Must be able to remain in a stationary position 50% of the time.
- Must be able to communicate and exchange accurate information via telephone, email and in person with community members that visit TheCIL's offices for appointments and information and referrals.
- Must be able to travel to different community sites to provide services.

Work Environment

This work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The worker is not substantially exposed to adverse environmental conditions.

How to Apply:

If you are interested in joining TheCIL's team, please submit the following application materials:

1. A cover letter describing your interest in TheCIL and how your past experience has prepared you for this role
2. Resume

All job offers are contingent on passing a pre-employment background check.

If you need reasonable accommodation for any part of the application and hiring process, please notify the People and Organizational Development Manager at hr@thecil.org. Determinations on requests for reasonable accommodation will be made on a case-by case basis.

CIL Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or status as a protected veteran. Persons with disabilities, veterans, women and minorities are encouraged to apply.