

## **Assistive Technology Specialist Job Announcement**

This is a full time position with benefits with the Florida Alliance for Assistive Services and Technology (FAAST) Gulf Coast Regional Demonstration Center, a program located at the CIL Disability Resource Center (CILDRC) in Pensacola Florida. FAAST is administered through the Florida Department of Education, Division of Vocational Rehabilitation and is federally funded by the Rehabilitation Services Administration (RSA) under the Assistive Technology Act of 1998, as amended in 2004 (P.L. 108-364). Since its inception in 1998, FAAST has been and continues to be a resource to provide Floridians free access to information, referral services, educational programs, and publications in accessible format on extensive topics related to disability rights, laws/policies, and funding opportunities for assistive technology.

### **DUTIES INCLUDE:**

1. Incumbent will conduct Assistive Technology (AT) loans, demonstrations and AT Training for people with disabilities, caregivers, and organizations who serve people with disabilities.
2. Incumbent will organize, oversee and maintain Assistive Technology Lending Library including assuring AT equipment is in good working order, and set up equipment for demonstration, develop and follow procedure to demonstrate, loan and retrieve equipment.
3. Incumbent is responsible for providing information, resources, and training to people with disabilities, their caregivers and organizations who serve people with disabilities regarding assistive technology devices and techniques, and for tracking the progress of consumers utilizing assistive technology.
4. Incumbent is responsible for maintaining inventory control and utilizing a database; ordering AT equipment and supplies, coordinating public relations/educational activities, assist with developing brochures and informational material and organizing open house events, training, and tours of the AT to the public.
5. Incumbent will travel to events in Escambia, Santa Rosa, Okaloosa, and Walton Counties. Also, travel to AT meetings State wide.
6. Other duties as assigned.

### **QUALIFICATIONS OF THE POSITION:**

1. Should have at least 2 years of experience assisting people with disabilities or other vulnerable populations.
2. Must have excellent writing and communication skills.
3. Must have excellent computer skills; ability to use Internet for research; Microsoft Applications (Word, Outlook, PowerPoint and Excel); and knowledge of databases.
4. Must pass a Level II Background Screening through the Agency for Healthcare Administration Background Screening Clearinghouse.
5. Web Page management experience would be helpful.
6. Should have case management experience.

### **TO APPLY:**

Candidates must submit a letter of interest, three professional references, resume and salary requirements to [info@cil-drc.org](mailto:info@cil-drc.org) or by mail to: CIL Disability Resource Center, Attn: Office Manager, 3600 North Pace Blvd. Pensacola, FL 32505. Appropriate candidates will be contacted on a rolling basis. No phone calls and no walk-ins. **Competitive salary and benefits commensurate with experience. Persons with disabilities are encouraged to apply.**