Assistive Technology Specialist

Part-Time

Camden County, New Jersey

Advancing Opportunities provides services and supports to individuals with all types of disabilities and their families. The agency has an immediate opening for an Assistive Technology Specialist specializing in computer training for people who are blind or visually impaired in the Southern Region. We are looking for someone who lives in Camden County. Most services will be provided in Camden County.

Duties include traveling to schools, workplaces and homes to provide on-site assistive technology assessments and training for people with disabilities; providing workshops to advance awareness and knowledge about assistive technology.

**Requirements:** A High School Diploma is required. Bachelor degree in the technical sciences, a rehabilitation services related field, or special education is preferred. Minimum of one year experience working with individuals with disabilities and one year experience working in an assistive technology related field.

**Required Skills and Abilities:**

Excellent verbal and written communication skills;

Excellent judgment, problem solving, organizational, and time management skills;

Excellent interpersonal skills and ability to communicate effectively with individuals with disabilities, families, co-workers, staff, supervisors, funding sources, and other social service agency personnel;

The ability to work independently with minimal supervision;

Extensive knowledge of computers, tablets and handheld devices;

Knowledge of Microsoft Office and/or other relevant software as these relate to job responsibilities;

Ability to travel throughout the northern portion of the state;

Excellent telephone communication skills.

**Responsibilities / Essential Duties:**

Assess individuals with disabilities and their environments for assistive technology interventions, making use of available resources;

Support implementation of recommendations through installation and training in use of assistive technology;

Conduct all work with strict adherence to safety regulations;

Complete work in a timely fashion;

Maintain and submit, as required, client-related files, reports, records, and data collection materials in a timely fashion to meet department requirements;

Advancing Opportunities offers on-the-job training and professional development opportunities. Visit [www.advopps.org/jobs](http://www.advopps.org/jobs) for a full list of employment opportunities with the agency.

Please send resume and salary requirements to Vanessa Lombardo vlombardo@advopps.org

Advancing Opportunities is an EOE.