



ASSISTIVE TECHNOLOGY (AT) ADVOCATE

Disability Action Center

1161 East Avenue, Chico, CA 95926-1018
V/TTY: (530) 893-8527 • Fax: (530) 893-8574

APPLICANTS ARE REQUIRED TO PLEASE SUBMIT RESUME AND COVER LETTER BY REGULAR MAIL OR IN PERSON TO THE DAC CHICO CENTER.

The AT Advocate secures and provides information on AT resources, makes referrals, works with assigned interns and volunteers, helps persons with disabilities to resolve issues they face and advocates for improved access to community services and activities.

Essential Functions:

1. Complete consumer-related paperwork (e.g., intake, assessment, advising, goal-setting, follow-up and file maintenance), as well as logging of statistical information.
2. Gather and organize information on a wide range of AT topics.
3. Provide AT information and referral, education and outreach for our consumers and other individuals, businesses and organizations in our communities.
4. Promote and advocate for improved AT access and services through involvement with various community groups and organizations.
5. Assist individuals to find affordable AT.
6. Recruit, train and coordinate volunteers to help disseminate AT information.
7. Advise consumers about the laws and regulations pertinent to their needs and assist them in advocating for their rights.
8. Willing and able to independently travel in our service area.
9. Record services daily, using the forms provided.
10. Assist in maintaining a safe and healthy office environment.
11. Bring problems and concerns to the CSM and assist in solving problems by using the administrative framework of DAC.
12. Participate in staff meetings, in-service programs and other activities and duties as assigned by the CSM.
13. Handle information about consumers in strict confidence.



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QUALIFICATIONS PREFERRED:

The preferences listed below represent desired education, experience, knowledge, skills and abilities. Reasonable accommodations will be made to enable a person with a disability to perform the essential functions of the position.

Education and Experience: College degree, or educational equivalent in the Behavioral Sciences, AT or a related field. Two years' experience in human services or AT work.

Language Skills: Ability to read, analyze and interpret lists, reports and legal documents. Ability to communicate effectively with agencies, businesses, government entities and with persons with disabilities. Ability to facilitate a person's understanding of their needs. Ability to write clearly and concisely, providing specific documentation when necessary.

Reasoning Abilities: Ability to use good judgment and discretion. Ability to maintain confidentiality. Ability to work with a minimum of supervision. Ability to define problems, collect and interpret data, establish facts and draw appropriate conclusions.

Mental Abilities: Ability to resolve problems, recall details and to concentrate. Ability to complete work within deadlines. Ability to deal with interpersonal conflicts in a positive and constructive manner. Ability to follow instructions. Ability to do basic arithmetic. Ability to manage time and materials.

Other Skills and Abilities: Knowledge of AT resources, devices and uses. Computer literate with PC computers and word processing and other programs or a willingness to learn. The ability to arrange independent and necessary transportation must be maintained throughout the employment period.

Stress Level: Moderate to high.



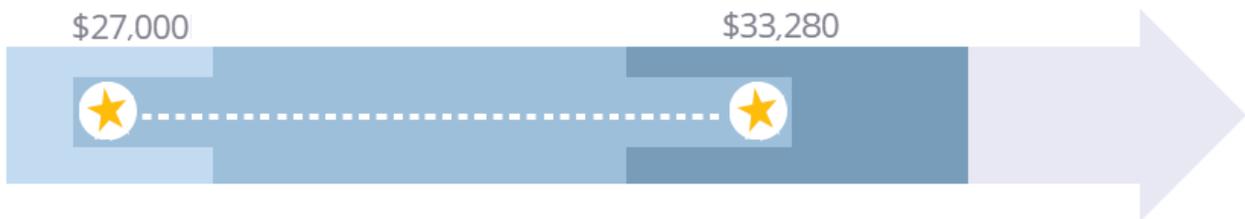
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Physical Demands: The physical demands may vary with the capabilities of the individual but would, generally, entail travel throughout the service area. Also included are those activities involved in answering phones, filing, typing, use of other office machines, small tools and other clerical activities. Ability to lift computers, monitors and other equipment could be helpful.

Work Environment: Work is performed, primarily, indoors in a relatively quiet office setting.

Other Preferred Qualifications: Knowledge of services in the DAC service area. Sensitivity to, and knowledge of, the needs of persons with disabilities. An understanding of the Independent Living Movement. Preference given to persons with disabilities.

Salary: Full-time, plus benefits.



This position is non-exempt (covered) under the federal Fair Labor Standards Act and related California labor laws.

DAC remains dedicated to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates. Persons with disabilities are encouraged to apply; reasonable accommodations provided as legally required. We celebrate diversity. We are committed to creating an inclusive environment for all. DAC believes that diversity and inclusion among our teammates is critical to our organization's success, and we seek to recruit, develop and retain the most talented people from a diverse applicant pool.