

Ability 1st Utah

Ability 1st Utah is currently hiring for the Assistive Technology Coordinator/Driver to join our team in Provo UT.

The Assistive Technology & Loan Bank Coordinator /Driver is responsible for:

Scope of Work: Assistive Technology Coordinator 50% Time: Responsible to implement Assistive Technology evaluation services to assess the need for assistive technology that will remove barriers to independence. Then recommend appropriate equipment that will meet the consumer's needs, and provide follow-up services when necessary.

Scope of Work Van Driver 50% Time: Responsible to provide transportation services to eligible consumers to and from scheduled transportation services one on one and group activities. They will enforce all transportation safety guidelines and COVID-19 requirement for safe transportation services. They will also clean and maintain the center vehicles on a regular maintenance schedule. They will also report any vehicle maintenance issues to the supervisor and follow maintenance schedules. They will also provide training on all transportation policies to drivers and consumers and center staff twice year.

Ability 1st Utah is a 501c3 non-profit organization that has been established since 2000. We provide support services to individuals with disabilities of all ages and types of disabilities to assist them with necessary services that will increase their independence and self-sufficiency. We also provide transportation to and from our program services, and to vital community resources. We also provide assistive technology equipment that removes barriers that are preventing the individual from being independent in their home and community.

Compensation:

- **Starting pay is \$15.50 per hour with the opportunities for raises.**

Benefits:

Retirement (403B), PTO vacation, sick & holiday pay.

Job Responsibilities:

Assistive Technology Coordinator:

Task 1: Provides Assistive Technology Evaluations.

Task 2: Increase knowledge of Assistive Technology resources.

Task 3: Cultivate working relationships with vendors other agencies and organizations that provide assistive technology resources.

Task 5: Implement Outreach Activities to generate new referrals for Assistive Technology Services in the Center's service area.

Task 6: Provide follow-up training & technical support to consumers that received assistive technology.

Van Driver:

Task 1: Provides Transportation for Ability 1st Utah consumers to and from Center activities and classes.

Task 2: Inputs transportation services data into the Ride Pilot program for reporting requirements.

Minimum Qualifications:

- **Associates Degree in the Human Service field; or High School/GED and two years' experience working with people disabilities, or five years' experience empowering people with disabilities is preferred.**
- **Must have strong written & verbal communication skills.**
- **Must have good computer skills in (Microsoft applications Word, Excel, Power point.)**
- **Demonstrates knowledge of assistive technology and community resources.**
- **Demonstrates good public speaking skills.**
- **Ability to work on multiple assignments with minimal supervision.**
- **Has a good working knowledge of Assistive Technology equipment and how it work and the ability to maintain or repair equipment.**
- **Must have a good driving record and must have a current driver's license, insurance and registration.**
- **Willingness & ability to utilize your own transportation for work related duties as needed (with reimbursement).**
- **Must have good interpersonal skills.**
- **This job position requires you to lift up to fifty to seventy-five pounds; can you perform this function? Or can you perform this function with or without a reasonable accommodation?**
- **Good organizational and time management skills.**

- Individuals that have a personal experience with a disability may be given preference over others with equal skills.
- Individuals that are bi-lingual in English & Spanish may be given preference over others with equal skills.
- Must have a Positive disposition.

