

**Utah Independent Living Center (UILC)
3445 S. Main Street, SLC, UT 84115**

Contact Kim Meichle with questions: kmeichle@uilc.org or call 801-466-5565 ext 207

Position Title: Assistive Technology Coordinator

Agency Description: The Utah Independent Living Center (UILC) is a non-profit, non-residential organization created for the purpose of supporting people with disabilities. The area of service includes Salt Lake, Tooele, and Summit counties. UILC promotes the philosophy of empowerment, self-help, and full participation of persons with disabilities. Services include but are not limited to Advocacy, Information and Referral, Independent Living Skills Training, Peer Support, Recreation, Assistive Technology and Transition (Youth, Nursing Home, and Diversion from Institutions).

Location: Office in Salt Lake City, Travel required to Tooele and Summit Counties

Hours: Full Time/40 hours per week

Wage and Benefits: Starting wage \$17.50/hr. with \$.50 raise given after 90 days of successful employment. Additional benefits include employer-paid retirement benefit of additional 10% of wages, medical, dental, life insurance and paid holidays, vacation and sick time.

To Apply: Visit <https://uilc.org/en/resources/files/hiring/140-uilc-job-listing/file> to access application and instructions for submission. Completed applications must be emailed to jobs@uilc.org.

Closing Date: Open Enrollment

Assistive Technology (AT) is any item, piece of equipment, software, or product system that is used to increase, maintain, or improve the functional capabilities of individuals with disabilities. This includes items such as ramps, porch lifts, home modifications, stair glides, vehicle modifications, wheelchairs, walkers, writing aids, rehabilitation technology, canes, lift chairs, and other assistive devices and technology.

Job Description: The UILC AT Coordinator helps individuals identify appropriate AT and navigate the resources available to access AT including assistance with evaluation, applications, advice and recommendations through assessment, with the goal of helping individuals with disabilities to increase or maintain independence. Regular and consistent job attendance is required. Job duties include:

1. Perform outreach, intake, and eligibility determination for UILC services including in-home visits.
2. Evaluate the needs of people with disabilities and make AT recommendations for accessibility and increased independence.
3. Write AT assessment reports and provide information and recommendations about sources of funding and the acquisition of AT.
4. Assist individuals with necessary paperwork and assessments to coordinate and access available resources.

5. Coordinate with AT vendors and service providers to facilitate funding and acquisition of needed equipment.
6. Enter consumer information and services provided into a computer database for reporting purposes.
7. Maintain individual service plans on consumers and other computer records necessary to provide and document services.
8. Advocate for consumers as needed.
9. Interact with consumers in a professional manner with respect for their rights and maintain strict adherence to the Independence Living philosophy and agency policies.
10. Assist with UILC AT Loan Bank program including record keeping, cleaning and maintenance of AT equipment.
11. Attend staff training and meetings as needed.
12. Perform other duties as assigned by Supervisor and/or Executive Director.

Minimum Requirements:

- Two years of completed post-secondary education or two years of directly related work experience is required *
- Must be at least 18 years of age
- Must have valid driver's license and be able to travel around Salt Lake, Tooele and Summit Counties
- Must be able to pass a background check
- Must be able to lift 50 lbs including carrying weight up and down stairs

Preference: Preference will be given to qualified individuals who have personal experience with a disability

Other Qualifications:

- Familiarity with AT (as described above) and community resources a plus
- Computer experience with Windows and Microsoft programs helpful
- Other language skills (Spanish, ASL, etc.) a plus

UILC is an affirmative action/equal opportunity employer and is committed to increasing the diversity of its workforce and sustaining a work environment that is inclusive. Women, minorities, veterans, and people with disabilities are encouraged to apply. Reasonable accommodations will be made for employees with disabilities.