

POSITION DESCRIPTION

JOB POSTING:

Access Living seeks a full-time employee to serve as an Assistive Devices/ Community Supports Coordinator. The Coordinator will be responsible for introducing minimally 200 individuals with disabilities to personal empowerment. Specific duties include:

- ❖ Identify and recommend methods to increase independence of consumers, specifically review the consumers' need for daily living aids and when applicable the need for other services to be provided by the Mayor's Office for People with Disabilities.
- ❖ Assess consumers for low-tech assistive technology and other services that will allow them to direct their life in the own home. Following assessment, the staff is responsible for ordering, assembly, testing, and delivery of the assistive devices.

Qualified candidates should have a majority of the following qualifications:

- ❖ Preference will be given to candidates with experience in evaluating individuals with disabilities for assistive devices. Candidates with occupational therapy, assistive technology, social work, or other social services related degrees are encouraged to apply;
- ❖ Bachelors of Arts or Science is required and one year of experience (personal or professional) working with people with disabilities is preferable;
- ❖ Analytical, problem solving, networking, and knowledge of skill-building techniques;
- ❖ Good computer, written, and oral communication skills are required.
- ❖ Knowledge of disability civil rights laws and familiarity with the disability rights movement and/or independent living movement is preferred but not required.
- ❖ Car and valid driver's license is required.

People with disabilities, members of other oppressed communities, and those with personal experience with disability are highly encouraged to apply.

Access Living offers excellent benefits, vacation, sick leave, and holiday schedules.

Resumes accepted until position is filled.

Interested candidates should email, mail or fax a resume and cover letter to:

Human Resources
Access Living
115 W. Chicago Avenue
Chicago, IL 60654
fax : 312-787-3866
rmata@accessliving.org
No phone calls please