

Assistive Technology Officer

Summary/Objective

The Assistive Technology Officer provides support to the full range of beneficiaries accessing Sutton Vision services with a primary focus on determining reasonable accommodations for service users with technology needs. The Assistive Technology Officer is Sutton Vision's primary staff member able to assist with the implementation and use of assistive technologies to meet service users accessibility needs. The Assistive Technology Officer will evaluate, install and maintain assistive technology for registered Sutton Vision service users. The Assistive Technology Officer will train individuals in the use of appropriate assistive technology and how to adapt their learning strategies to make optimal use of technology.

This position consults with service users regarding the accessibility of websites, hardware, and software systems.

The Assistive Technology Officer initiates and assists in the development of policies and procedures related to assistive technology.

The Assistive Technology Officer works in an environment of teamwork but also must be able to work independently, ensuring that there is compliance with relevant disability and IT laws.

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Essential Functions

1. Direct Service User Support

Evaluates the assistive technology (AT) needs of individual service users with blindness and visual impairments and consults with service users with diverse abilities on AT to create greater access. Trains individual service users with blindness and visual impairments in the use of appropriate AT and how to adapt their learning strategies to make optimal use of technology.

2. Outreach and Consultation

Serves as liaison regarding the Sutton Vision website. Consults with service users regarding the accessibility of websites, hardware, and software systems. Maintains an up-to-date working knowledge of new assistive technologies and their usefulness in the blindness and visual impairment setting. Collaborates with service users, volunteers and staff to provide assistance during times of uncertainty (Covid 19) and train Sutton Vision staff and volunteers on assistive technology resources. Provides workshops/presentations/Techtalks on assistive technology to Sutton Vision service users and volunteers.

3. Administration

Assists in the development of policies and procedures related to assistive technology. Compiles quarterly and annual reports regarding use, recommendations, and budgetary needs for assistive technology. Maintains an inventory of Assistive Technology and team equipment and assess the need for new in-house equipment in congruence with current best practices. Maintains a database for professional referrals and evaluations. Engages in professional development activities to expand skillset and knowledge of assistive technology.

4. Other duties as assigned