

Date Posted: 06/08/2011

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Computer Assistive Technology Specialist (Part-time)

Employer/Agency: Brazoria County Center for Independent Living

Job Description: The Computer Assistive Technology Specialist (CATS) is selected by the Associate Director with approval by the Executive Director and provides assistance to consumers in their efforts to learn computer skills leading to greater independence and freedom of action. The CATS will coordinate with the Associate Director in the maintenance and/or repair of Center's staff and consumer computers and software. The CATS will coordinate with the Associate Director in the development and implementation of the ET-CAN Demonstration Curriculum as well as enhance and implement the BCCIL Basic Commuter Class Curriculum to provide assistive technology opportunities to persons with disabilities.

ESSENTIAL JOB FUNCTIONS:

1. Act as role model/coach for individuals with disabilities in their exploration of independent living options through computer technology.
2. Provide one-on-one and/or group instruction on various software programs and computer usage to include e-mail set-up, Internet browsing, social networking, Microsoft Office applications and software, etc.
3. Provide routine maintenance and upkeep on computers, software and hardware.
4. Coordinate repair and/or upkeep through contracted computer service provider as needed to maintain staff and consumer computers in working order.
5. Participate in consumer staffing and provide evaluation of consumer achievements and activities related to assistive technology goals to

- service delivery staff.
6. Research assistive technology advance for persons with disabilities and advise service delivery staff for possible incorporation as feasible.
 7. Serve as the subject matter expert for Assistive Technology resources.
 8. Follow BCCIL procedures and record keeping of consumer data information.
 9. Provide information and appropriate referrals regarding community resources.
 10. Other duties as appropriate and requested.

Qualifications:

SKILLS AND MINIMUM QUALIFICATIONS:

1. Training in computer operation and technologies as well as general maintenance of computers, software and hardware.
2. Experience and expertise in computer operating systems, software and hardware.
3. Ability to prepare and deliver computer-training for consumers with a wide range of disabilities.
4. Ability to research and acquire resource data.
5. Good problem solving skills
6. Excellent people skills and ability to listen.
7. Sensitive to the needs of people with disabilities.
8. Ability to communicate effectively and professionally to people in person and on the telephone.
9. Conformance with standards of confidentiality.
10. Ability to complete paperwork in a timely manner.
11. Ability to work as a team member in assisting consumers and service delivery staff.
12. Ability to work with minimal supervision.
13. Ability to develop and maintain accurate consumer data information

PHYSICAL REQUIREMENT AND WORKING CONDITIONS:

1. Ability to sit for extended period of time.
2. Ability to work on a computer for extended periods of time.
3. Ability to facilitate computer maintenance and/or repair as necessary.
4. Ability to operate various office machines including computer, fax, TDD and copier.
5. Ability to file materials.
6. Ability to remain calm and maintain professional

manner

Salary/Hours: Salary DOE
Part-Time, Non-Exempt, 20 hours per week

Employer/Agency: Brazoria County Center for Independent Living
Address: 1104 D East Mulberry
City, State, Zip: Angleton, TX 77515

Contact Person: Chamane Barrow
Contact Title: Associate Director

Phone: 979-849-7060
Fax: 979-849-8465
Email: cbarrow@cbfl.cc

Application Method: Email resume to contact listed above

Opening Date: Immediately

***If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mjobs@sw.uh.edu with the hiring details of your new job opportunity.
Thank you***