

JOB DESCRIPTION
Support Staff: Assistive Technology Project Manager

I. JOB SUMMARY

Assist in establishing ADEC's technical vision. This role will be responsible for leading all aspects of our research and development into ways to include technology in our delivery of services and offer a higher quality of life to people experiencing life with the challenges of a disability.

II. ESSENTIAL FUNCTIONS

1. Analyze and interpret the applicability of products currently on the market, including assistive and adaptive technologies.
2. Build and manage an internal technology team, including educating current staff on the best ways to utilize these technological products and implement/integrate them into the way we do business.
3. Supervise software and hardware testing, to ensure congruency with the vision of ADEC and the needs of our clients.
4. Assist the organization in anticipating and reacting to major technology changes adopted by the organization and/or our partners.
5. Stay updated on new product development and potentially facilitate their applicability at ADEC.
6. Collaborate with the ADEC executive team and a Technology Advisory Board to assess and recommend technologies in support of company needs.

III. JOB REQUIREMENTS

1. Bachelor's degree.
2. Demonstrated project management experience.
3. Valid driver's license, good driving record, and proof of insurance.
4. No evidence of criminal activity involving a dependent population or any violent criminal activity.
5. No evidence of illegal drug use or drug abuse. Must pass drug screen.
6. Successful completion of required sections of new staff orientation.
7. Proof of freedom from communicable diseases (including tuberculosis).
8. Certification in CPR/First Aid.
9. Ability to communicate clearly and work cooperatively with clients and staff.
10. Ability to work independently while also relating well in a group environment.
11. Have a genuine interest in technology and be a good communicator, both written and verbal.
12. Comfort in working with and around people with disabilities.

IV. ENVIRONMENTAL CONDITIONS

1. Work is performed mainly Monday through Friday during the day.
2. Lifting, stooping, bending, twisting as needed to work with technical equipment.
3. Work in office setting in addition to day program, group homes, ADEC Industries, and other ADEC settings as needed, to include clients' apartments.
4. Exposure to various diseases and infections while in contact with clients.

V. EQUIPMENT OPERATED

1. Twelve to fifteen passenger van, as needed for transportation.
2. Computers, laptops and other technical equipment as needed.
- 3.

VI. SUPERVISION

1. Responsible to the Business Development Manager.

Supervisor/Title: _____

Employee Signature: _____