



**Position:** Assistive Technology Specialist  
**Reports To:** Program Manager/ ATTS  
**Classification:** Full-Time, Non-Exempt  
**Office Location:** Northern Nevada and Southern Nevada Centers

### Deaf Centers of Nevada Agency Description

Deaf Centers of Nevada, (DCN) is a private, non-profit social service agency that serves individuals who are deaf, hard of hearing, deaf-blind, late deafened, and speech impaired; and their families, friends, and community service providers. Our Mission is to advocate, seek equality, and promote self-determination through empowerment for those who seek our assistance; and to enhance the awareness and understanding of Deaf Culture and the unique communication needs of the Deaf and Hard of Hearing individuals.

### Summary and Job Description

This job contributes to the success of the Deaf Centers of Nevada by serving the Deaf, Hard of Hearing and Speech Impaired clients through outreach activities in the area of Equipment Distribution and for providing direct services through the Telecommunications Equipment Distribution program (TEDP).

### Tasks and Responsibilities

- Coordinates the effective utilization of assistive technology and telecommunications resources by assessing the availability and suitability of specific devices to meet individual need; evaluating and recommending the choice of device, handling needs for troubleshooting and repair
- Coordinates installation of assistive technology equipment and inventory transfers between Las Vegas and Reno offices
- Maintains rigorous, comprehensive and accurate inventory of assistive technology and telecommunications equipment
- Work and communicate comfortably and accurately using American Sign Language with Deaf and Hard of Hearing clients as well as communicate with others with hearing loss or speech impairment.  
Coordinates and maintains scheduling of the Telecommunications Equipment Distribution program by sending out/receiving TEDPA applications, making appointments, and distributing equipment, with travel to client homes.
- Coordinate forms and filing systems consistently and ensures all records are maintained according to HIPAA safeguards
- Maintain a positive, safe and secure working environment.
- Contributes to overall success of Deaf Centers of Nevada by performing other duties as needed.

### Required Knowledge, Skills, and Qualifications

- Fluent in American Sign Language and possess knowledge of Deaf Culture
- Experience in presenting information to large and small groups
- Associate degree required, with prior experience in assistive technology/telecommunications (TEDP) preferred
- One year of experience working in school, social, and/or adult-based programs serving persons with disabilities involving the technical and educational aspects of assistive technology applications and telecommunications devices is required; experience in working with deaf and hearing communities (3-5 years preferred)
- Experience training individuals with and without technical backgrounds is required.
- Willingness to remain current on assistive technology, telecommunications and general technology hardware/software and capabilities through professional associations, skills development and networking
- Ability to work cooperatively with a diverse constituency of clients and maintain confidentiality.
- Must be able to lift and carry objects weighing up to 25 pounds, have sufficient mobility to connect cables and wiring kits, which may require climbing ladders or working under desks, and possess visual acuity sufficient for installation and repairs.
- Ability to project a positive image of the job and the agency
- Applicant must successfully complete a criminal background check for this position.