

POSITION DESCRIPTION
EDUCATION TECHNOLOGY SPECIALIST – TECHNOLOGY ACCESS SERVICE

December 2009

AGENCY:	Independent Living Centre Tas Inc. (ILC Tas)
LOCATION:	46 Canning Street, Launceston
POSITION TITLE:	Education Technology Specialist
REPORTS TO:	Executive Officer, ILC Tas (day-to-day support & supervision provided by the ILC Tas Senior OT)
EMPLOYMENT CONDITIONS:	Part-time (0.6FTE) to December 2011

OVERVIEW

The Independent Living Centre (ILC Tas) provides a community based information and advisory service on assistive technology, equipment, and design to enable people to accomplish everyday tasks safely and more easily. The Technology Access Service (Tech) is a program of ILC Tas that provides specialist assessment and intervention to assist people with disabilities to access computer, communication and environmental control technologies.

SPECIFIC DUTIES

Client Services:

1. As part of the Technology Access Service team, to work collaboratively with the occupational therapist and speech pathologist to achieve optimal outcomes for clients.
2. Consult with and advise clients, carers, service providers and educators on assistive technology and strategies to support people with disabilities and learning difficulties.
3. Provide training and support for the client and their support network for implementation and evaluation of learning support assistive technology and strategies.
4. Provide assistance with equipment and software loan applications and requests for funding.
5. Record client and other data as per ILC Tas requirements for record keeping, consistent with client rights.
6. Write client reports as required.
7. Observe safety, care and well being of client, family and other visitors during all contacts.
8. Maintain client confidentiality at all times.
9. Participate in case/enquiry discussions with other professional staff as required.

Education:

1. Develop and present professional educational materials including training / workshop packages, publications, etc. for a range of service users.
2. Identify opportunities for developing training / workshop and videoconference packages for education staff, health professionals and carers.
3. Attend relevant professional education sessions for personal professional development.
4. Contribute to staff professional development.
5. Participate in supervision of students on practical placement.

Resource Maintenance and Development:

1. Liaise with manufacturers, suppliers, service providers and professional groups on assistive learning technology issues.
2. Research, evaluate and document equipment and equipment issues.
3. Research and contribute to professional and consumer publications.

Policy and Planning:

1. Implement and adhere to all policy and procedural requirements of the organisation.
2. Assist with research, prepare and write submissions for additional funding.
3. Promote the philosophy and objectives of the organisation.

General:

1. Demonstrate a commitment to ongoing professional development. Maintain current knowledge in developments in literacy, learning support and related assistive technology.
2. Demonstrate efficient time management skills, motivation and the ability to work independently.
3. Demonstrate the ability to manage complex situations.
4. Foster and maintain effective working relationships with clients, staff, service providers, and support personnel.
5. Perform any other administrative duties as requested by the Executive Officer.

Pre-employment checks:

ILC Tas has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, promotion or transfer. The following checks are to be conducted:

1. Conviction checks regarding crimes involving children
2. National Police Check
3. Identification check
4. Disciplinary action in previous employment check

KEY SELECTION CRITERIA

Essential

1. Experience working with students with disabilities and/or learning difficulties and specifically supporting literacy development.
2. Well established level of competence in the use of computers and software.
3. Awareness of assistive technology to support learning, in particular literacy.
4. Experience in the preparation and presentation of education sessions for a variety of audiences.
5. Effective verbal and written communication skills.
6. Demonstrated initiative and ability to work autonomously and cooperatively within a small team.
7. Ability to work with health professionals and education staff within a consultative relationship to achieve appropriate outcomes for clients.
8. Relevant Education qualification.
9. Current driver's licence.

Desirable

1. Knowledge of other relevant services, both government and non-government, for people who are aged or who have a disability.
2. Knowledge and understanding of disability legislation, government policies and disability issues as they affect people with disabilities and their carers.
3. Knowledge of anti-discrimination policy and occupational health and safety issues and practices in the workplace.
4. Knowledge of requirements of the Privacy Act.