

## Job Description: Assistive Technology Specialist

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New England Low Vision and Blindness (NELVB) is seeking a full-time Assistive Technology Specialist to join our Low Vision Technology Rehabilitation team.

Our Low Vision Technology Rehabilitation team works together to cross-train and share the latest innovations in low vision and blindness technology with educators, students, consumers, veterans, and state and federal government agencies.

The Assistive Technology Specialist teaches clients who are blind and visually impaired, and those who work with them, to use assistive technology in schools, businesses, homes, and everyday purposes.

The qualified candidate will perform all types of assistive technology services to all age groups, including but not limited to technology assessments, product recommendations, set-up, configuration, training, and troubleshooting. The candidate will be mandated to use every possible resource in order to assist clients to achieve their goals. The candidate will generate training and assessment reports, respond to technology questions submitted to New England Low Vision and Blindness, and perform other duties as assigned.

In this role, the qualified candidate will have the opportunity to:

- Provide comprehensive technology evaluation services in the client's home, school or office.
- Assess the individual's vision loss needs and work with them to design a flexible, caring and customized training solution around their individual needs and their technology experience.
- Work with our clients to set up and configure low vision and blindness aids to best suit their needs and environment.
- Train, evaluate, and support adaptive technology for the visually impaired and help them develop the skills necessary to remain independent.
- Work with other members of the NELVB Low Vision Technology Rehabilitation team to share knowledge and collaborate to help further strengthen our market leadership position.

Applicants should possess and or have the desire to possess the following qualifications:

- All candidates must be 21 years of age or older; have a valid driver's license; and, have a legally registered and insured car for work use. A company vehicle may be provided.
- Knowledge of Microsoft Windows family including DOS, Windows XP to Current, Windows Server 2003 to current, Macintosh OS X, and mobile operating systems for Android and iOS. Working knowledge of Google Chrome is a plus.
- Knowledge of hardware troubleshooting and integration.
- Demonstrable skills in integrating third-party hardware and software packages with adaptive technologies, including local and wide area networks.
- Knowledge of adaptive computer technology is preferred, but candidates with strong PC, Mac, Chrome, and mobile/smart device hardware and software skills may have this requirement waived.
- Excellent interpersonal and communications skills to convey basic and advanced adaptive and mainline software and hardware concepts to end-users and their supervisory staff.
- Independent mobility and ability to independently and safely transport equipment to any region within the six (6) New England states.

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- Knowledge of American Sign Language (ASL) is important, as well as knowledge of text-telephone and relay etiquette. Spoken foreign language skills are not required but are a plus.
- Able to conduct job site assessments that require PC/MAC/Mobile and Smart Device adaptations. These include PC/MAC/ Mobile and Smart Device interfacing with local and wide area networks, utilizing a variety of operating systems.
- Able to perform adaptive hardware and software installations utilizing a variety of adaptive hardware and software. These will include, but not be limited to, speech synthesis systems, screen magnification software, Braille printers and displays, and optical character recognition systems. Based on the analysis, appropriate assistive technology and training will be provided to the consumer and when appropriate to employer supervisory staff in the operation and maintenance of job modifications or devices and software.
- Provide training to clients in mainstream software applications.
- When necessary, provide telephone support to clients, their family, and their employers in the utilization and maintenance of adaptive devices or software.
- Submit written reports on client and job surveys or installations and training.
- Performs related duties such as making entries into performance logs, and meeting with Supervisor to discuss progress, goals, and practices.
- Able to respond to consumer needs in a timely fashion. Flexibility and a quick turnaround will be needed for rare emergency situations.
- Achieve desired training/education goals, obtain and maintain competitive employment, and achieve a level of independence in fulfilling daily life skills through adaptive technology.
- Be independent that is, to pay bills, attend to the correspondence, fulfilling daily life skills through adaptive technology.
- Ability to function in a variety of settings that have been negatively impacted due to vision loss.
- Assess and train on computer devices that are equipped with a braille keyboard, speech synthesizer, and/or refreshable Braille display, increasing understanding and competency in the use of such devices.
- Assist clients to function either in a workplace setting, educational setting, or at home in the use of adaptive software
- Help clients gain more control over important decisions as a result of assistive technology.
- Maintain knowledge base and keep updated on Assistive Technology trends. Participate in regularly scheduled staff meetings and training sessions held at partner location sites.
- Develop and conduct bi-annual training sessions for partner staff on the use of braille devices
- Participate at select job fairs alongside staff to provide expertise on braille devices and training.
- Conduct job site analysis that requires assistive technology. Based on the analysis, appropriate assistive technology and training will be provided to the consumer. These may include computers and mobile/smart devices interfacing with local and wide area networks, utilizing a variety of operating systems.
- Perform adaptive hardware and software installations utilizing a variety of adaptive hardware and software. These will include, but will not be limited to, speech synthesis systems, screen magnification software, braille printers, and displays, optical character recognition systems, as well as other adaptive hardware and software products.

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- Provides training to blind clients and when appropriate to employer supervisory staff or school officials in the operation and maintenance of job modifications or devices and software.
- Provides training to clients in mainstream software applications.

Preference will be given to candidates with:

- Experience in assistive technology for people who are blind or visually impaired
- \* CATIS Certification is desirable, but not required (see note below)
- Teacher certification as a Teacher of Visually Impaired (TVI) is desirable, but not required
- Certification in a related field (i.e., Education, social work, etc.)

\* CATIS Certification: The goal would be to achieve CATIS Certification within six (6) to twelve (12) months of the start date.

**Compensation:** \$50,000 or commensurate with experience; Company Car; 401K match; 2 weeks vacation; PTO Health/Medical benefits

**How to Apply:** Qualified candidates should e-mail a cover letter and resume to [info@nelowvision.com](mailto:info@nelowvision.com)

### About New England Low Vision and Blindness

New England Low Vision and Blindness Low Vision Technology Rehabilitation team is recognized as the industry leader for providing compassionate, knowledgeable, and technology solutions and training to people who are blind or with low vision.

As an integrated low vision and blindness training team, New England Low Vision and Blindness consultants and trainers bring more than 75+ years of low vision and blindness training experience to their assignments.

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*Lack of confidence or experience can sometimes hold us back from applying for a job. But we'll let you in on a secret: there's no such thing as a 'perfect' candidate. New England Low Vision and Blindness is a place where everyone can grow. So whatever background you bring with you please apply if this is a role that would make you excited to come to work every day.*