



## Services Coordinator- Assisted Technology

**Job Title:** Services Coordinator- Assisted Technology  
**Classification:** Hourly  
**Reports To:** Accessibility Lead | Director of Divisions | Executive Director  
**Pay Rate:** \$23 per hour

**Summary:** The Assistive Technology Services Coordinator conducts in-home assessments, product research, purchasing, and training.

### Assistive Technology

- Assess, plan, budget, oversee and document all aspects of the specific project, create bids/quotes, and find providers
- You may also work closely with the executive management team to make sure that the scope of work and direction of each project is on schedule
- You will work closely and communicate on a professional level with clients, county workers, and services/product vendors during each project

### Responsibilities:

#### Assistive Technology

- Maintain communication with case managers, referral agencies, clients, and product/services vendors.
- Process necessary paperwork to compliance
- Continuing on-going education in the field
- Conduct in-home and virtual assessment for clients
- Research and purchase correct needed products
- Conduct one-on-one training
- Comply with grant requirements

#### Assistive Technology Subscriptions

- Activate the service and process the Service Agreement
- Maintain D/O and billing procedures

#### Billing

- Update billing spreadsheet bi-weekly
- Process forms for vendor payments

**Other Requirements:**

- Assist clients in navigating social services and other forms of assistance
- Initiation and participation in community events
- Complete paid CSUN program online
- Join and attend area AT community group meetings

**Qualifications:**

- Computer skills, including proficiency in Microsoft Office Suite, Salesforce, MN Its
- Ability to successfully organize and prioritize tasks to meet goals and solve problems and generate creative solutions
- Ability to function independently within established guidelines
- Assistive technology knowledge
- Construction knowledge

**Benefits:**

- 5 days PTO
- 4 hours community volunteering or school functions
- Flexible scheduling/ in office and remote
- Mileage compensation
- Community networking involvement

**Apply:**

- Send Resume to [Hello@ConnectAbilityMN.org](mailto:Hello@ConnectAbilityMN.org)
- Call 320.253.0765 to request an interview