

DEVELOPMENTAL SERVICES
Porterville Developmental Center

DEPARTMENT: Medical Department

LOCATION: Biomechanical Engineering

JOB TITLE: Assistive Technology Supervisor

GENERAL STATEMENT OF DUTIES: Under direction, to receive orders for special positioning equipment needed by individuals with physical disabilities; to alter, customize, and construct assistive equipment from specific and detailed instructions; to maintain, and repair assistive or rehabilitative equipment and devices, and supportive orthopedic appliances; to train Assistive Technology Trainees; and to do such related work.

SUPERVISION RECEIVED: Directly supervised by the Assistant to the Medical Director. Also, under the direction of the Medical Director.

SUPERVISION EXERCISED: Supervise work of Assistive Technology Specialists/ Trainees.

ESSENTIAL FUNCTIONS: Must possess and maintain sufficient strength, agility, endurance and sensory ability to perform the duties contained in this duty statement. Must be capable and willing to work overtime, be capable of lifting 50 lbs. alone, or 100 lbs. with the assistance of one other employee, be able to carry out CMIT procedures, and finally to work in any areas within the facility if called upon to do so.

TYPICAL WORKING CONDITIONS: On-going interaction with clients, level of care staff, medical staff, consultants and the public. Potential exposure to communicable diseases, blood-borne pathogens and other conditions common to a clinical nursing environment. May require prolonged standing, stooping, bending, lifting, repetitive hand motions, and the use of pneumatic and hand tools.

ESSENTIAL DUTIES:

- 10% Receive and fill orders for various types of seating or mobility equipment, assistive and rehabilitative equipment, supportive orthopedic appliances and supportive prostheses for specific individuals with a developmental/neuromuscular disability.
- 30% Incorporate changes that provide physical support for individuals into motorized or non-motorized wheelchairs, vehicles or stationary equipment.
- 5% Construct assistive equipment from specific and detailed instructions.
- 5% Set up regular maintenance schedule for assistive or rehabilitative equipment and performs necessary maintenance operations.
- 5% Repair assistive equipment as needed.
- 5% Instruct physically or developmentally challenged individuals and level-of-care personnel in the use of routine care of appliances.
- 5% Analyze individual's physical adjustment to the positioning appliances.

5% Consult with medical staff, physical therapists, and others regarding adjustments or improvements to the device.

5% Attend clinics and keep necessary records on individuals and assistive equipment-making activities, make reports and orders equipment and supplies.

TYPICAL TASKS:

5% Instruct Assistive Technology Specialists/ Trainees in the techniques of modifying and maintaining assistive equipment.

10% Convert oral and written instructions into assistive equipment.

5% Prepare work schedules, estimate materials required and labor needed, work cooperatively with other providers of health services.

5% Work and communicate with physically or developmentally challenged individuals.

Assistive Technology Supervisor

Dated: _____

Assistant to the Medical Director

Dated: _____