

**Job Title:** Adaptive Technology Intern

Empower, the Disability Resource Centre, is an organization committed to providing supports, resources, and opportunities for empowerment, which enable persons with disabilities to make informed choices about their lives. At Empower, we break barriers every day. Barriers to access. To knowledge. To choices. Anyone with a disability can use our services. Empower is a vital part of our community, and the need for our services is growing.

We have partnered with Neil Squire Society and we are looking for an Adaptive Technology Intern.

**Job Overview:**

The Adaptive Technology Intern will research adaptive technology (AT) solutions for clients, design and develop AT resources, provide IT and AT support when needed, and prepare and deliver presentations on AT as part of our AT team. The AT Intern will work directly with both the Program Managers and the Project Coordinator and will be responsible for performing administrative duties such as writing reports, tracking billable hours, logging case notes, and managing files.

Empower and Neil Squire Society are equal opportunity employers. Preference will be given to a qualified person with a disability.

**Duties:**

- Research existing assistive technology (AT) and strategies as part of the AT Team.
- Assist in training and supporting clients on using their technology for educational and job-related purposes.
- Source AT equipment.
- Promote the awareness, value, and use of AT.
- Report to and maintain regular communication with the Project Coordinator including a monthly report of activities.

- Demonstrate initiative, creativity, and problem-solving skills in assigned responsibilities.
- Perform additional duties as may be assigned.

**Knowledge and Skills:**

- Applicants will be self-motivated, creative, and interested in working with adults who have disabilities.
- Experience in Adaptive Technology, Information Technology, Telecommunications, and/or Education Technology is an asset.
- Good familiarity with Windows, Office (Word, Excel, PowerPoint), and internet technologies as well as a demonstrated ability to learn and use a variety of software applications.
- Strong written and verbal communication, and interpersonal skills.
- Self-starter, able to operate independently and solve problems
- Facilitation, teaching, or tutoring experience is an advantage.

**Eligibility for Position**

As funding is partially provided through Innovation Science and Economic Development (ISED), the successful candidate must be:

- Youth must be between the ages of 15 to 30 (inclusive).
- Youth must be a Canadian citizen, or a permanent resident, or legally entitled to work in Canada.
- Persons who are family members of employees of the intern host organization are not eligible.
- Youth cannot collect Employment Insurance benefits during their internship.
- Must have completed at least 1 course at college or university.

**Hours:** 37.5 hours/week

**Salary:** \$14.00/hour

**Internship Duration:** 560 hours



**Work Location:**

Various locations across the province.

Please send your resume and cover letter to

Penny Abbott - [internships@empowernl.ca](mailto:internships@empowernl.ca) - with the subject line: **Youth Internship Application – Assistive Technology**

Application Deadline: October 7, 2016

**Please Note:** This position is pending funding from Innovation, Science and Economic Development (ISED)