Assistive Technology Intern

Job Order #: 5525061

Employer Name: Neil Squire Society
Wage/Salary Info: $14.00 per hour
Posted Date: 12-Sep-2016
Location: Regina

# of Positions: 1
Employment Terms: Temporary: F-T
Length of Employment: 450 hours - may be extended to 900 hours
Education: Completed at least some post-secondary
Experience: 0-6 Months
Apply By: 13-Sep-2016
How to Apply: Email resume and cover letter to Nikki Langdon at nikki@neilsquire.ca with email subject line Youth Internship Application.

Description

The Assistive Technology Intern will research assistive 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 Regional Manager and the AT Coordinator and will be responsible for performing administrative duties such as writing reports, tracking billable hours, logging case notes, and managing files.

Neil Squire Society is an equal opportunity employer. Our mission statement focuses on the empowerment of people of disabilities. Preference will be given to a qualified person with a disability.

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 AT Coordinator including a monthly report of activities.
Demonstrate initiative, creativity, and problem-solving skills in assigned responsibilities.
Perform additional duties as may be assigned.
Applicants will be self-motivated, creative, and interested in working with adults who have disabilities.
Experience in Assistive Technology, Information Technology, Telecommunications, and/or Education Technology is an asset.

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.

Skills And Abilities

Work Setting
- Educational facility

Work Conditions and Physical Capabilities
- Bending, crouching, kneeling
- Combination of sitting, standing, walking
- Sitting
- Ability to distinguish between colours
- Attention to detail
- Manual dexterity
- Repetitive tasks

Security and Safety
- Basic security clearance

Specific Skills
- Confer with clients to identify and document requirements

Essential Skills
- Significant use of memory
- Continuous learning
- Computer use
- Finding information
- Job task planning and organizing
- Critical thinking
- Decision making
- Problem solving
- Working with others
- Oral communication
- Writing
- Numeracy
- Document use
- Reading text

Computer and Technology Knowledge
- Communication software
- Office Suites
- Presentation software
- Spreadsheet software
- Device drivers
- Hardware
- Word processing software
- Windows

Transportation/Travel Information
- Public transportation is available

Credentials (certificates, licences, memberships, courses, etc.)
- Not required

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