



Accessibility Assistant 2023

About Disability Connection Midsouth

Disability Connection Midsouth (DCM), Memphis's Center for Independent Living, is a nonprofit organization that connects individuals with any type of disability to the services and supports needed to be independent and involved citizens. For over thirty-eight years, it has been our mission to advocate, educate, and unite our community. Eliminating physical and attitudinal barriers, educating neighbors to eliminate fear and ableism and create a community where everyone is welcome and is important.

Role Overview:

Disability Connection is hiring an Accessibility Assistant with a projected Start date of November 3, 2023. This position is part-time, and will report to the Executive Director. The primary responsibilities are to assist the Center's employees and visitors as a personal assistant or sighted guide. The Accessibility Assistant will also provide office assistance and reception skills throughout the day. The Accessibility Assistant will also work with Independent Living staff to assist consumers to remain independent.

Responsibilities:

- Assist staff with setup and breakdown of work area, and use of office equipment.
- Assist staff, consumers, and volunteers identified as having a disability with opening doors, lunch preparation, note taking and routine office tasks to accommodate their disability and improve work performance.
- Assist staff with filing, reading, making copies, collate handouts and scanning and preparing for workshops.
- Act in the capacity of a sighted guide for staff or consumers on or off site as assigned.

- Answer multi line phone, screen calls, transfer calls to staff or voicemail,
- Other duties and assignments as required

Location and Commitments:

- Permanent part-time role based at 1000 S Cooper, Memphis TN.
- M-F 4.5 hours per day with half hour lunch breaks totaling 20 hours per week
- Occasional flex time will be required

Requirements:

- High School Diploma, or Equivalent
- Friendly and personable attitude, and able to work as part of a team.
- Excellent time management and organizational skills.
- Direct or indirect knowledge of persons with disabilities.
- Previous experience in living or working with persons with disabilities.

Disability Connection Midsouth is proud to be an equal opportunity and Affirmative Action employer. We are committed to diversity and inclusion in the workplace. We do not discriminate nor harass based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, age or any other protected characteristics as outlined by federal, state, or local laws.

Disability Connection Midsouth also complies with the ADA, and is committed to providing reasonable accommodations for qualified individuals with disabilities and disabled veterans in our job application procedures. If you require assistance or an accommodation due to a disability, you may contact Sandi Klink at 901-726-6404 ext. 109.