



POSITION DESCRIPTION

Position Title: Audiology Assistant
Department: Rehabilitation Services
Classification: Audiometrist
Union: CUPE Community Support
Approved by: Regional Lead – Community & Continung Care
Date approved: January 25, 2016

REPORTING RELATIONSHIPS

Position reports to: Manager, Health Services – Rehabilitation Services
Positions supervised: None

POSITION PURPOSE

Under the supervision of the Audiologist and reporting to the Manager, Health Services, the Audiology Assistant performs direct and indirect client care and non-client care activities as instructed by the Audiologist. The Audiology Assistant will participate as a member of the Universal Newborn Hearing Screening team and be responsible for administering hearing screening tests to newborns as directed by the Audiologist. The Audiology Assistant will also be responsible for the day administration functions required by the department.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

Participates in the Universal Newborn Hearing Screening (UNHS) program

- Identifies infants who are ready/eligible for screening in birthing sites and upon community referral.

- Administers computerized hearing screenings (in both inpatient and outpatient settings as appropriate) to infants who meet the preset criteria for the Universal Newborn Hearing Screening program by methods determined in the hearing screening protocol.
- Communicates the screening results as determined in the hearing screening protocol.
- Documents screening opt out/refusal or pass/refer results as determined in the hearing screening protocol and enters results into the provincial database system.
- Documents identified risk factors for hearing loss as determined through established procedures and protocols.
- Communicates screening results to other professionals as determined in established protocols.
- Schedules infants for follow up appointments and refers to the appropriate location for diagnostic hearing assessments per established protocols; promotes compliance with follow up as per established protocols.
- Maintains current knowledge of newborn hearing screening by reviewing screener training manual and attending related in-service training courses as determined in protocols.
- Maintains supply and equipment inventories, identifies requirements, prepares order requisitions and maintains related records.
- Compiles and collates screening information packages as required.

Performs basic audiometry under the supervision of the audiologist

- Assists the audiologist during hearing evaluations of very young, developmentally delayed and difficult to test children following the direction of the audiologist.
- Trains Screeners to conduct hearing screening following established guidelines.
- Monitors and troubleshoots the functioning of screening and audiology equipment by performing listening checks, replacing batteries, cleaning/disinfecting unit.
- Performs minor maintenance on equipment and makes arrangements for repairs including ongoing calibration.
- Cleans and disinfects all screening and audiology test equipment or toys while strictly following infection control procedures.
- Conducts minor amplification system repairs and modifications.
- Ensures that all clinical equipment has been calibrated and is functioning properly.
- Participates in meetings involving the general functions of the Audiology and or Rehabilitation Services Departments.
- Assists in providing in-service education to hospital staff as required.
- Prepares clients for testing by the audiologist.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.

PERFORMANCE MEASUREMENTS

1. Performance Conversation to be completed at the end of the probationary period and at minimum every two years following.

QUALIFICATIONS

Education/Certification:

- Grade twelve (12) education or equivalent
- Communicative Disorders Certificate from a recognized program.

Knowledge required:

- Proficiency in Microsoft Office Applications and Outlook/Email.

Experience required:

- Previous experience working with children and infants.
- Other suitable combinations of education and experience may be considered.

Skills/Competencies/Conditions of employment:

- Demonstrated effective oral and written communication skills
- Demonstrated effective organizational, analytical, and problem solving skills
- Demonstrated ability to handle multiple priorities in a changing environment.
- Demonstrated organizational and time management skills.
- Demonstrated ability to work both independently and as part of team
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record

- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000

WORK CONDITIONS

- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary
- Will be required to travel to other regional facilities as the position duties may require

SALARY SCALE

As per CUPE Community Support Collective Agreement

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.