

Lincoln County Job Description

Position: Hearing Technician

Department: Health Department

Pay Grade: Health Aide Position Scale

FSLA: Non-exempt

Revision Date: May 2015

Reports to: Director/Health Officer

Purpose of Position

This is a permanent seasonal position responsible for planning and conducting the mass hearing screening of school age children in Lincoln County.

Essential Duties and Responsibilities

The Hearing Technician performs the following functions within the framework of Lincoln County Health Department's provision of the core functions and essential services of public health. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Public Health Science

1. Provides clinic coordination including developing and coordinating scheduling, gathering supplies, forms, and equipment in preparing for annual school hearing screening.
2. Document patient intervention data in medical records. Uses established medical record forms and documentation practices.
3. Provides hearing testing using an audiometer and/or OAE
4. Provides rescreening as required.
5. Provide assistants with set up and take down of school clinics.

Analysis and Assessment

6. Gather data as required for agency reports.
7. Adheres to ethical principles and Lincoln County Health Department policy in the collection, maintenance, use, and dissemination of data and information.

Policy Development and Program Planning

8. Assists clients with requested agency information or services.
9. Maintain confidential client records and prepares and maintain reports such as daily activity reports. Follows established Public Health medical records policies and procedures as well as the State and Federal laws that govern the release of health care information.

Community Dimensions of Practice

10. Arranges for school volunteers for clinics; and trains new volunteers.

Communication and Cultural Competency

11. Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.

12. Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.

Financial Planning and Management

13. Collaborates in activities such as time studies that contribute to the efficient use of resources.

Leadership and Systems Thinking

14. Provides update of hearing screening to the lead program staff or health department director.
15. Responsible for professional growth and development in pursuing education, participate in in-services and contributes to a work environment where continual improvements in public health core competencies are practiced and pursued.
16. Responsible for using quality improvement (QI) and performance management (PM) processes and/or techniques to improve the effectiveness of the respective public health program.
17. Collaborate with direct supervisor to provide a safe, efficient, and effective hearing screening by adhering to Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.

Other

18. Performs other duties as assigned consistent with job classification.
19. Maintains and secures equipment and supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

Graduation from high school; or any combination of training and experience which provides the required knowledge, skills and abilities.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; and hear. Frequent bending, twisting, and squatting, and occasional climbing may be required while performing the duties of this job. The employee must occasionally lift, carry, and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Some driving may be required.
- Must have a valid Wisconsin Driver's license, proof of insurance that satisfies Lincoln County requirements and a good driving record.
- Ability to ambulate between offices and other facilities.

Computer and Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, fax machine, calculator, copy machine, etc.
- Ability to operate OAE (otoacoustic emissions) and Audiometer

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Knowledge of best practice procedures and techniques of hearing screening.
- Ability to respectfully, tactfully and effectively provide hearing screening.
- Ability to establish and maintain effective relationships with the students, staff, and families.
- Ability to maintain accurate and confidential records and reports.
- Ability to communicate effectively, orally and written, with people at various levels both within and outside the department.
- Ability to establish and maintain effective working relationships with employees, general public, other departments, agencies and state officials and work with person with varying levels of education, understanding and values in a culturally sensitive manner.
- Ability to apply time-management skills and ability to prioritize job-related activities.
- Ability to demonstrate leadership, independent judgment and critical thinking skills.
- Ability to accommodate flexible scheduling to address program or client needs.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

Environmental Adaptability

- Ability to work effectively in an office environment.
- Must be able to meet required deadlines, which may be stressful.
- Must have ability to interact positively with other staff, county personnel and the general public.
- Ability to perform the physical tasks associated with hearing screening.

Lincoln County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date