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**AUDIOLOGIST**

**Job Description**

**Summary:** The Audiologist provides audiology services in clinic locations. This position reports to the Director of Audiology.

**Status:** Full-Time, Exempt **Supervisory Responsibility:** None

**CONNECTION TO MISSION:** The Audiologist plays a key role in effectively and efficiently providing audiology services to low-income people.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Support the organizational diversity, equity, and inclusion goals.
* Evaluate hearing sensitivity and acuity using appropriate evidence-based procedures.
* Provide management, consultation, and follow-up recommendations for clients demonstrating disorders in auditory communication.
* Select, order, and fit clients with appropriate ear mold(s), hearing aid(s), or assistive technology.
* Serve as a supervisor for student clinicians.
* Participate in local health fairs and community education seminars.
* Produce written reports.
* Maintain appropriate chart notes on all patients within the same day of service.
* Implement departmental procedures.
* Monitor accuracy and completeness of patient files (includes HIPAA compliance).
* Maintain accurate, complete client records in the electronic medical record.
* Maintain the required productivity.
* Maintain accurate, complete client records.

**ACCESS TO PHI:**

This position provides direct treatment to clients, which requires access to PHI. PHI access is limited to the audiology program. Responsible for maintaining and safeguarding information in accordance with HIPAA requirements.

**HOW TO EXCEL AT THE JOB:** Make a difference for people in need through showing compassion, kindness, and understanding for all clients. Assist the team, regardless of the activity.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made upon request to enable an individual to perform the essential functions.

**EDUCATION and EXPERIENCE:**

Doctorate of Audiology (Au.D) required.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common documents. Ability to write routine reports and correspondence. Ability to communicate effectively with a diverse group of people at varying levels of comprehension.

**MATHEMATICAL SKILLS:**

Ability to apply concepts of basic algebra and understand frequency response manipulation.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS:**

Strong computer skills are essential; must possess a strong working knowledge of Microsoft Office programs: Excel, Word, and Outlook. Hearing aid programming software for all major companies, Noah server navigation, Audioscan, Otometrics, GSI, Interacoustics, SSW software. Experience with Electronic Medical Records preferred. Ability to learn software and use the internet as needed.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle or feel objects, tools, or controls; and is regularly required to talk and hear. The employee frequently is required to stand, walk, and sit.

**WORK ENVIRONMENT:**

This position is based primarily in an office environment, and the noise level is usually moderate.

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Signature Date