



JOB DESCRIPTION

Job Title: Audiologist
Reports To: Owner/Director
Location: 365 Cooper Point Rd NW, Suite 101, Olympia, WA 98502
Job Status: Full Time
Pay:

POSITION SUMMARY:

The Audiologist is responsible for administering diagnostic audiological tests that allow the differentiation between types of hearing disorders. The Audiologist will provide hearing aid testing, selection and fitting to all populations, comprehensive diagnostic hearing evaluations, communicate results to the patient and recommend further testing or treatment options. Also, provides treatment options such as amplification devices, fitting of hearing aids, custom hearing protection and cochlear implants. The Audiologist must deliver patient-centered care and design treatment based upon specific patient needs.

PRIMARY JOB FUNCTIONS:

Administers Diagnostic Tests

- Performs Audiological Evaluations, Impedance Audiometry, and Otoacoustic Emissions.
- Provides amplification services including hearing aid assessment testing, real ear measurements and live speech mapping.
- Coordinates and interprets test results.
- Consults with and makes recommendations on hearing disorders to physicians.
- Based on test results, diagnoses audio vestibular disorders.
- Coordinates care with physicians and other providers.
- Completes chart notes for each patient seen and sends written report to referring physician and primary care physician.
- Identifies cochlear implant candidates and performs cochlear implant evaluations as assigned.
- Performs electrophysiology testing such as auditory brain response testing and electrocochleography testing as needed.

Manages Hearing Rehabilitation

- Counsels patients regarding test results.
- Makes recommendation regarding hearing care options.
- Reviews products available to improve hearing impairment.
- Sells appropriate hearing care products and warranties as deemed necessary to meet the patient's needs.

- Provides hearing aid dispensing, including selection, fitting, ear-mold acoustics, ongoing management with follow-up, and education.
- Demonstrates and sells Assisted Living Devices (ALD's), batteries, and other special products.
- Performs hearing aid repairs, checks and cleaning.

Miscellaneous duties

- Accountable for marketing activities to increase patient and physician contacts.
- Responsible for revenue and margin outcomes.
- Manages vendor relationships.
- Assists customers with exchanges or returns as needed.
- Involved in clinical quality outcomes, including efficiency and productivity.
- Provides excellent customer service and maintains good public relations.
- Oversees management of all office procedures.
- Shares administrative duties with colleagues as needed.
- Practice good safety habits.
- Exercises confidentiality to ensure compliance with all HIPAA and OSHA regulations
- Maintains cleanliness of equipment and work area
- Attends all regular staff meetings
- Performs all other miscellaneous duties as assigned

JOB SKILLS, KNOWLEDGE AND ABILITIES:

- Doctorate degree in Audiology, current state, and national certification.
- Excellent interpersonal skills that allow effective working relationships with a diverse customer, colleague, and vendor population. This includes listening, sales, and problem-solving skills.
- Experience with Counsel Ear a plus.
- Strong keyboard/computer/Audiology diagnostic and hearing aid software and equipment experience.
- Must be able to organize time and prioritize numerous duties within strict deadlines.
- Requires the ability to deal with numerous interruptions.
- Must deal with customers in a caring and respectful manner.
- Must be detail oriented.

PROFESSIONAL EXPECTATIONS:

Exhibits a positive attitude, compassionate care, a professional appearance, is detailed, efficient and organized with an orientation toward accuracy. Maintains strict confidentiality and enjoys a team-oriented work environment to facilitate the smooth, efficient, and professional care of the patient and performance of the office.

PHYSICAL DEMANDS & WORK ENVIRONMENT



The work environment is fast paced but professional and friendly. Work requires movement throughout the office, sitting for periods of time, stooping, bending, and stretching for files and supplies. Employees will occasionally be asked to lift files and paper weighing up to 30 pounds. Position requires manual dexterity sufficient to operate, keyboard, operate a computer, telephone, calculator, copier, and fine-motor tools related to hearing aid cleaning, operation of grinding and buffing wheel, and such other office equipment, as necessary. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone communication. It is necessary to view and type on computer screens for extended periods and to work in stressful or emergency situations with high concentration and energy level. Employees will be exposed to bodily fluids regularly. Employees may have exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparation, and other conditions common to a clinic environment. Work is performed in an office environment. The employee must be comfortable asking patients for money. Work is performed in patient rooms, hearing aid labs and back office and involves frequent contact with patients. Work may be stressful at times and requires excellent communication skills. Interaction with others is constant and may be interruptive.

Contact involves dealing with sick individuals in addition to patients suffering from communication disorders.

Position requires willingness to work in clinic locations other than their primary clinic location.