



JOB DESCRIPTION

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

POSITION SUMMARY:

The Vestibular Audiologist is responsible for administering diagnostic vestibular tests that allow the differentiation between types of vestibular disorders. The Vestibular Audiologist will provide a variety of specialized testing using rotary Chair, C/O VEMP, VNG, ABR, ECoG, Canalith Repositioning, as well as comprehensive diagnostic testing and other tests as needed. The Vestibular Audiologist counsels patients regarding test results and reviews next steps for referrals and further testing. The Vestibular Audiologist supervises and oversees students and technicians assisting in patient data collection.

We utilize patient-directed vestibular rehabilitation with the well-known and respected AIB (American Institute of Balance) protocols. Ongoing coaching and mentoring provided by AIB senior faculty and staff.

PRIMARY JOB FUNCTIONS:

Administers Diagnostic Tests

- Follows American Institute of Balance (AIB) protocols for testing and treatment.
- Performs specialized testing using rotary Chair, C/O VEMP, VNG, ABR, EChoG, Canalith Repositioning.
- Performs Otoacoustic Emissions (OAE), Tympanometry, Audiological Evaluations, ETD testing and acoustic reflex threshold and tone decay testing.
- Organizes and interprets test results.
- Consults with and makes recommendations on hearing and vestibular disorders to physicians.
- Based on test results, diagnoses vestibular disorders.
- Coordinates care with physicians and other providers, communicating effectively
- Completes chart notes for each patient seen and sends succinct yet detailed written report to referring physician and primary care physician.

Manages Hearing Rehabilitation

- Counsels patients regarding test results.
- Makes recommendation regarding rehabilitation options.

- Performs canalith repositioning as part of the Patient follow up care

Miscellaneous duties

- Coordinates marketing activities with manager to increase patient and physician contacts.
- Responsible for revenue and margin outcomes.
- Manages vestibular equipment vendor relationships.
- 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.
- Performs all other miscellaneous duties as assigned.
- 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 EMR (Electronic Medical Record) systems 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

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 contacts. 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.