



POSITION DESCRIPTION

Position Title: Audiologist
Department/Region: Audiology
Job Points: 1710
Reports To: Director of Hearing Healthcare
Date: February 2021

Position Summary

Reporting to the Director of Hearing Healthcare, the Audiologist is responsible for prevention, identification, assessment, treatment and (re) empowerment of auditory and balance difficulties in children and adults. Audiologists also provide education and counseling services for people experiencing problems in these areas.

An audiologist's scope of practice at CHS may include the provision of assessment and treatment for:

- Auditory Function
- Vestibular Function
- tinnitus
- Auditory Processing disorders
- Cerumen Management
- Prescription and dispensing of hearing aids, cochlear and middle ear implants, as well as assistive listening and alerting devices

Responsibility	Related Tasks
Direct Service 73 %	<i>In relation to Other Professionals and Agencies</i> <ul style="list-style-type: none">• Liaise, act as resource for and consult with other professionals, counsellors, agencies and services in relation to confidential client information• Research funding resources for program planning• Liaise with other professionals (internal/external) and agencies to determine service needs and action plans in relation to current and ongoing development of the program

	<ul style="list-style-type: none"> • Write letters to workplaces of clients describing assessment results and therapy and their relation to specific employment duties • Aiding CHS Speech-Language Pathologists in the explanation of hearing loss to parents of pre-school children with hearing loss • Provide ongoing research and maintain information on community resources, government programs etc. • Provide training to other staff and volunteers in order to facilitate regional aural rehabilitation programs (Hearing Help Classes and Hearing Screening) • Initiate, develop and execute original research projects and write accompanying papers • Refer ineligible clients to other community resources • Represent Audiology and Aural Rehabilitation services on internal CHS committees • Participate in regional support (including travel) to other CHS audiology programs as able • Communicate with other health professionals and patients through new technology, namely video-conferencing, for the purposes of clinical assessment through video otoscopy as well as counselling • As requested, provide input regarding marketing strategies and audiology fees • As required, assist in program expansion efforts e.g. support and coverage to the regions • Other duties as assigned <p><i>In Relation to Target Client Groups and Caregivers</i> Perform professional Audiology services including, but not restricted to, those listed below:</p> <ul style="list-style-type: none"> • Accept referrals and screen clients, by walk in or phone referral, in order to assess feasibility and eligibility for Canadian Hearing Society Audiological services • Initiate appointments for eligible clients • Assess hearing loss using diagnostic evaluations • Determine further appropriate tests as required • Determine, recommend and perform advanced testing procedures • Interpret test results to clients and their family members • Prescribe appropriate hearing aids, FM systems and Assistive Listening Devices in relation to individual hearing loss. • Counsel and instruct clients in care and maintenance of hearing aids; pair hearing instruments with blue tooth devices and remote controls • Provide hearing aid checks to ensure appropriate fit of hearing aids to prescription and perform necessary adjustments as needed. • Prepare accurate in-the-ear earmold impressions for
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	<p>the ordering of custom hearing aids and earmolds for Behind-the-Ear hearing aids.</p> <ul style="list-style-type: none"> • Complete manufacturer hearing aid order forms • Generate sales invoice at point-of-sale for consumers, funders and other agencies. • Provide hearing aid repairs, such as tubing changes, shell and earmold modifications • Provide home visits, on occasion, to clients with mobility issues • Provide information, support and education in relation to hearing aids, hearing loss and related issues for clients in need and their families/caregivers • Consult with referring physicians, family/caregivers and other support providers in relation to client history • Refer clients to other agencies or services as required by client needs • Assist the client and family/caregivers in development of effective communication strategies • Provide information and education to clients about CHS services and relevant policies and procedures • Responsible for research, assessment and maintenance of clients in relation to bone conduction, cochlear implants and other special projects as required • Provide specialized assessment and treatment for clients suffering from tinnitus • Refer clients to other agencies or services as required by client needs • Initiate, facilitate and maintain support, speech reading and other groups • Provide auditory training • Provide support for the FM contract with the school board, which includes ordering and dispensing FM systems. • Responsible for hearing screening and providing information at Open Houses, community centers and health fairs. • Provide Tinnitus Consultations and Tinnitus Retraining Therapy
Administration 14%	<ul style="list-style-type: none"> • Keep accurate audiological records in relation to client files, test results, treatment and follow-up • Initiate, maintain and update accurate client referral and intake documents, notes to file, files, assessment forms and other information as required by CHS, department/government policies and procedures, and CASLPO • Initiate and follow up on correspondence and phone calls from clients, general public and other referral sources including government and agency contacts

	<ul style="list-style-type: none"> • Generate and mail audiological reports for new clients to their General Practitioners • Maintain internal (CHS) statistics and reports • Responsible for data submission to Manager for further submission to funders • Maintain and provide summary client services reports when required • Provide administrative information in accordance with government policies e.g.: Freedom of Information Act • Initiate & maintain mailing lists for Audiological services • Assist in equipment evaluations, calibrations and maintenance • Order and maintain equipment inventory • Responsible for infection control of instruments used for testing as well as toys used to help with testing children. • Provide coverage for reception or program assistant duties as required • Determine and provide appropriate rating and accompanying documentation for mentored Audiologist as per CASLPO requirements • Comply with CASLPO regulations regarding privacy act and client confidentiality. • Other duties as assigned
Financial 7 %	<ul style="list-style-type: none"> • Complete funding request forms for ADP and other sources as required • Prepare computer generated sales orders, cost estimates and invoices as well as requests for funding for consumers and other related agencies. • Prepare, maintain and provide accurate billing records, estimates, invoices, forms for financial assistance and statistics. • Negotiate retail sales of hearing aids, FM Systems, accessories and batteries with clients • Sell service plans to clients and upsell on products to increase profitability for CHS
Community Education 2 %	<ul style="list-style-type: none"> • Advocate for accessibility and accommodation with external contacts • Act as CHS representative and provide information about services at external workshops/seminars for other professionals, agencies, networks, etc. • Act as a resource and provide education/evaluation regarding current Audiological/Rehabilitative testing practices to external contacts, internal and external professionals and other agencies

	<ul style="list-style-type: none"> • Represent CHS on external professional committees as required • Co-ordinate information and organize, lead, or participate in specific programs such as community or consumer workshops related to hearing health issues • Participate in community projects and specialized campaigns e.g.: United Way , May Month • Contribute to development of materials to promote CHS and hearing health services • Participate in the “Physician Referral Program”: visit General Practitioner offices, provide, and explain a tool kit including brochures, articles and a hearing screener. • Provide mobile hearing screening and community education as required • Consult and collaborate with other professionals/agencies regarding research • Participate in media interviews including TV, radio and magazines as required • Provide written articles about hearing health care, hearing aids and assistive listening devices to newspapers, magazines and professional journals as required
Supervision/Volunteer Coordination 2 %	<ul style="list-style-type: none"> • Liaise with professionals/instructors in relation to student progress and activities • Provide reports on performance as required • Provide training, guidance and monitor workload for Communication Disorders Assistant as per CASLPO guidelines • Provide supervision of Audiology and Speech-Language Pathology students
Professional Development 2 %	<ul style="list-style-type: none"> • Attend conferences, seminars, continuing education courses related to the field (Audiology, and/or other Hearing Loss issues) • Attend onsite workshop and seminars on new technologies with hearing aids and assistive listening devices • Provide professional development sessions to Audiology team and other employees at CHS • Maintain registration (Continuing Education Credit) requirements for CASLPO membership • Attend internal staff meetings • Keep up-to-date on issues and information related to position and agency • Acquire and maintain ASL proficiency requirement for the position (Intermediate-Plus)

	<ul style="list-style-type: none"> • Complete online ASLPO Self-Assessment questionnaires • Compile data and files for CASLPO Peer Assessment
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QUALIFICATIONS

- Master's or Doctorate degree in Audiology
- Registered with CASLPO
- Registered as an ADP Authorizer and Dispenser
- 3-5 years experience
- Strong background diagnostic hearing evaluations
- Experience with prescribing and dispensing hearing aids and FM Systems
- Ability to make decisions and handle multiple tasks in a busy clinical environment
- Proficiency in Microsoft Office Suite, Internet and electronic clinical management systems and NOAH software
- Demonstrated ability to work as a team member
- Demonstrated excellent communication and interpersonal skills
- Proficiency in American Sign Language (ASL) or willingness to learn
- Occasional local and out of town travel e.g. presentations, support to other offices, professional development, etc.
- Demonstrated sensitivity to working in a culturally diverse environment