

# Hearing and Vision Technician



## Position Description

**Status**

Full-Time, Nonexempt

**Compensation**

B22

**Bargaining Unit**

N/A

**Reports to**

Personal Health Manager

**Supervises**

None

**Position Category**

Specialist

**Summary**

This position administers vision and hearing tests to preschool and school age children and other county residents at the health department and locations throughout the county. Notification of testing results and reporting are also required.

**Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Schedules hearing and vision screening at schools, clinics, health fairs and clubs. Arranges space, sets up equipment and checks instruments.
2. Coordinates client initial interview, screens for insurance coverage, gathers background information and assists with completion of various forms and applications.
3. Ensures clients are entered timely and accurately in the electronic health record system and other data bases.
4. Follows-up on non- passing screenings in both hearing and vision including contact with parents, teachers, principals, doctors and other health care professionals.
5. Prepares individual case file cards, statistical reports and pass-fail reports for schools and the department.
6. Enter codes for performed services to the case information management system for data collection and billing purposes.
7. Maintains hearing and vision testing equipment.
8. Periodically meets with state consultants concerning the status of local programs and to receive procedural information on statewide practices.
9. Performs other miscellaneous office duties for the health department.
10. Ability to document in multiple databases, provide reports to county, state and fiduciary stakeholders.

11. Thorough working knowledge of statutory and regulatory requirements governing the confidentiality of patient health information, including the provisions of HIPAA.
12. Ability to interact positively with children, parents, co-workers, health care and human service practitioners, K-12 school personnel, daycare and preschool staff, and community representatives from widely diverse cultural and socio-economic backgrounds and with varying levels of interpersonal and communications skills.
13. Program development and maintenance of a program manual updating policy and procedures in compliance with Michigan Accreditation minimum program requirements (MPR's).
14. Ability to respond to emergent public health issues, may require occasional travel for work and/or modified work hours work sites.
15. Documents client interaction, follow up phone calls and activities related to productivity.
16. Participates in activities that promote professional advancement through conferences, workshops and professional offerings.

## Competencies

Competencies are listed below.

- Technology
- Organization
- The 10 Essential Public Health Services
- Public Health Core Competencies
- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## Supervisory Responsibility

This position does not have direct supervisory responsibilities.

## Work Environment

This job operates in a professional office environment and frequently travels throughout the county to schools and other locations. Travel throughout the county may take place in all kinds of weather condition. Indoor locations of work, may often be under very disruptive working conditions. This role routinely uses standard office equipment such as computers, scanners, fax, phones, photocopiers, filing cabinets and the hearing and vision equipment. These employees may be exposed to clients with communicable or other types of illnesses.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment and travel to other locations within the county; operate a computer and other office machinery; operate and maintain hearing and vision equipment; and move or transport files or other items to meetings, other office spaces, schools and other locations. Filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required. Able to transport, setup, and tear down equipment weighing up to 25 pounds independently. Sufficient manual dexterity to operate screening equipment. Sufficient visual acuity to read equipment screens and evaluate child test results.

**Travel**

Frequent travel is required to access County buildings, Schools and other locations throughout the county for testing and training purposes.

**Education and Experience**

1. High School Diploma or equivalent (G.E.D.)
2. Completion of a training program and certification as a Hearing and Vision Technician by the Michigan Department of Health and Human Services within six months of employment and recertification sessions annually.
3. At least six (6) months of experience interacting with children of all ages, in both large and small groups.
4. One (1) year of experience in electronic data/record management of confidential material.
5. Possession of a Valid Michigan driver's license.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_