

JOB DESCRIPTION

Job Title: Vision & Hearing Technician/Receptionist

Department/Location: Public Health Department

Reports to: Director of Nursing and Social Services

Status: Hourly – Part-time

Prepared Date: July 2018

General Purpose of the Position: The vision and hearing technician utilizes portable hearing and/or vision testing equipment as part of the state-wide program for the detection and reporting of hearing and vision impairments; administers routine hearing and/or vision tests to children following standard procedures and techniques; keeps appropriate records and prepares reports for county and state agencies as mandated. The vision and hearing technician, while in the office, may serve as receptionist.

Essential Duties and Responsibilities:

1. Welcomes clients by greeting them, in person or on the telephone; answering or referring inquires.
2. Maintains a safe environment for the patient/client.
3. Provides general office support with a variety of clerical activities and related tasks.
4. Sets up and operates vision and hearing testing equipment.
5. Performs routine, standard vision and hearing screening tests in order to identify individuals with probable impairments.
6. Performs routine vision rescreens, hearing rescreens and hearing threshold tests to confirm initial screening results. Prepares appropriate records on individuals tested and maintains files of test results and related records.
7. Makes appropriate referrals for individuals found with vision and hearing impairments.
8. Prepares schedule of county schools and preschool programs to be tested.
9. Makes appointments as needed to meet individual requests.
10. Checks the operation of vision and hearing equipment and arranges for the servicing of defective equipment.
11. Assists in the follow-up on individuals in need of assistance for hearing or vision testing.
12. Protects confidential information by preventing unauthorized release, both verbally and/or in writing.
13. Is dependable and meets acceptable attendance requirements at all times.
14. Complies with all policies, procedures, safety rules and regulations.
15. Serves as a representative of Iroquois County Public Health Department, demonstrating a positive attitude and progressive actions through the

- display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
16. Performs other related duties as assigned.

The vision and hearing technician will not function in any manner other than as trained through Illinois Department of Public Health certification process.

Skills and Abilities Required:

1. Must have the ability to administer vision and hearing screening tests in an effective, efficient manner in accordance with the Illinois Department of Public Health guidelines.
2. Must have the ability to read and follow written instructions and document care given.
3. Is self-directing with the ability to work with little direct supervision.
4. Demonstrates good communication, organizational, and public relations skills.
5. Requires the ability to work with pre-school and school-age children.
6. Must have the ability to prepare and maintain records and reports.
7. Must be a licensed driver with automobile that is insured and is in good working order. Documentation of current automobile insurance coverage is required.
8. Must successfully pass a background check.
9. Requires a positive attitude and good listening skills at all times.
10. Must complete, within 3 months of employment, certification as a vision and hearing Technician through the Illinois Department of Public Health certification process.

Computer Equipment and Software Requirements:

1. Proficiency in Microsoft Windows, Office, Excel, Word, Outlook, office facsimile and document imaging technology.
2. Able to type at a speed necessary for successful job performance.

Education and Experience Required:

- High school diploma or equivalent.
- Continuing education may be requested and/or required by immediate supervisor.
- Maintenance of his/her certification according to requirements set by Illinois Department of Public Health.
- Must attend mandatory educational programs.

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

- While performing the duties of this job, the employee is regularly required to talk and hear.

- The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach over head with hands and arms.
- The employee is occasionally required to climb or balance, stoop, kneel or crouch.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision; distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently exposed to optical exposure to computer screens.
- The employee may be exposed to infectious diseases in school and community environments.
- The noise level in the work environment is usually moderate.
- Recurrent movement in and out of automobile in outside weather conditions.