



Provincial Job Description

TITLE:
(442) Newborn Hearing Screener

PAY BAND:
11

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides hearing screenings and related procedures to infants under the supervision of a clinical audiologist.

QUALIFICATIONS:

- ◆ **Speech & Language Pathologist Assistant diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic keyboarding skills**
- ◆ **Basic computer skills**
- ◆ **Interpersonal skills**
- ◆ **Communication skills**
- ◆ **Organizational skills**
- ◆ **Leadership skills**
- ◆ **Ability to work independently**
- ◆ **Ability to work within a team setting**
- ◆ **Ability to work with infants**

EXPERIENCE:

- ◆ **Previous: No previous experience.**

KEY ACTIVITIES:

A. Screening Procedures

- ◆ Prepares newborns for screening procedures.
- ◆ Performs newborn hearing screens following established protocols (e.g., Otoscopic inspections, Otoacoustic Emissions [OAE], Auditory Brainstem Response [ABR], 1000 Hz Tympanometry, and broadband acoustic reflexes).

B. Coordination/Administration

- ◆ Organizes and prioritizes caseload to ensure screening results (e.g., incomplete, missed).
- ◆ Documents results of hearing screens (e.g., worksheets, letters, log books).
- ◆ Communicates with parents, guardian, family or professionals regarding hearing screening results.
- ◆ Schedules follow-up diagnostic test for failed screens.
- ◆ Provides written materials and promotes compliance with follow-up appointments.

C. Related Key Work Activities

- ◆ Monitors and troubleshoots screening related equipment (e.g., calibration, replacing/recharging batteries).
- ◆ Arranges repair of equipment when required.
- ◆ Maintains inventory of screening supplies, program materials, and equipment.
- ◆ Creates, edits and formats documents (e.g., letters, memos, minutes, forms and charts).
- ◆ Performs general office duties (e.g., answers phone, photocopies, faxes, mails, files).
- ◆ Performs data entry and maintains databases.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Dated: December 5, 2014