



# *Provincial Job Description*

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**TITLE:**  
**(516) Audiology Assistant**

**PAY BAND:**  
**12**

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

Under the supervision of an Audiologist, the Assistant supports all aspects of audiology, including hearing screenings.

**QUALIFICATIONS:**

- ◆ Speech Language Pathologist Assistant diploma plus
  - Audiology Assistant Program

**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 neonatal infants
- ◆ Valid driver's license, where required by the job

**EXPERIENCE:**

- ◆ Previous: No previous experience.

## ***KEY ACTIVITIES:***

### **A. Screening Procedures**

- ◆ Prepares newborns (including neo-natal) for screening procedures and performs newborn hearing screens following established protocols using otoscopic examinations, otoacoustic emissions [OAE], 1000 Hz tympanometry, and broadband acoustic reflexes within NICU, Post-Partum and Outpatient Audiology Clinic.
- ◆ Performs objective screens such as OAEs, immittance/screening reflexes on typical preschool children.
- ◆ Screening air conduction audiograms for typical school aged children.
- ◆ Screens and provides basic test measures such as otoscopic examinations, immittance/screening reflexes, otoacoustic emissions, pure tone air, bone conduction and basic speech testing on adults.

### **B. Audiology Testing**

- ◆ Assists audiologist with infant/pediatric behavioral testing (Visual Reinforcement Audiometry [VRA], Visually Reinforced Operant Conditioning Audiometry [VROCA], Tangible Reinforcement Operant Conditioning Audiometry [TROCA], Conditioned Play Audiometry [CPA]).
- ◆ Prepares patients for tests.
- ◆ Assists audiologist with Auditory Brainstem Response [ABR] testing.
- ◆ Assists audiologist with bone conduction hearing device and cochlear implant testing and follow-up.
- ◆ Assists audiologist with testing difficult-to-test clients.
- ◆ Assists audiologist during assessments including electrophysiological assessments and vestibular testing.

### **C. 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).
- ◆ Assists the audiologist with formal and informal documentation.
- ◆ 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.
- ◆ Prepares therapy materials for rehab sessions.
- ◆ Assists audiologist with research projects, in service training and family/community education.

**D. Related Key Work Activities**

- ◆ Sets up equipment for bone conduction and cochlear implant sessions.
- ◆ Monitors and troubleshoots equipment (e.g., calibration, replacing/recharging batteries).
- ◆ Arranges for repair of equipment.
- ◆ Provides listening checks and trouble shooting hearing aids, FM systems and other assistive listening devices.
- ◆ Troubleshoots issues, provides minor repairs and cleans hearing aids.
- ◆ Makes ear mold impressions.
- ◆ Maintains, troubleshoots and performs basic calibration checks of equipment.
- ◆ 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.
- ◆ Assists with student training and practicums.
- ◆ Cleans equipment.

*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:*

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*SGEU:*

*SAHO:*

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*Date: April 9, 2018*