WEST TEXAS REHABILITATION CENTER

Audiology Extern
Audiology

Reporting to: Director of Audiology

This job description is a record of the essential functions of the listed job. The job description provides the employee, Administration, Human Resources, applicants, and your supervisor with a clear understanding of the job, where it fits at WTRC, and the skill and work requirements. The existence of the approved job description is not intended to limit normal change and growth.

Core Values (WTRC is committed to):

- Doing the Right Thing - If it is the right thing to do for patients, employees, and donors, then we DO IT.
- Integrity - Ensure honesty and ethical practices in all actions.
- Team Work - Work as a team with respect for others at all times.
- Quality Care - Work for the best of the patient with respect and compassion. Always.
- Culture - Provide a unique culture focused on getting the job done and having fun.
- Stewardship - Financially responsible in all ways.
- Excellence - Provide excellence in all interactions to all people.

Competencies:

- Good Work Habits - Employee keeps good habits at work, has an organized workspace, and abides by WTRC dress code.
- Attendance - Employee arrives on time, gives notice of time off needed, and does not call-in frequently.
- Quality of Work - Employee produces quality work with little to no errors.
- Volume of Work - Employee is able to take on a full workload.
- Initiative - Employee regularly shows initiative by accepting extra responsibilities, learning new functions, providing ideas for improvement and/or volunteering at events, etc.
- Organization - Employee maintains an organized and clean workspace.
- Compliance with WTRC Policies - Employee abides by WTRC policies.
- Contributes to the WTRC Team - Employee is a good teammate across all departments and locations.
- Meets Deadlines - Employee meets deadlines expected of them.
- Accepts Direction - Employee takes direction well and implements ideas for improvement.
- Leadership Abilities - Employee shows an ability to lead others.
- Customer Service - Employee has excellent customer service both internally and externally.
- Recognition of WTRC Programs/Services - Employee understands the WTRC mission and services offered.
- Computer Efficiency - Employee exhibits computer intelligence and can efficiently navigate all software programs expected of them.
- Communication - Maintains great communication with supervisor, coworkers, patients, donors, etc.

Requirements:

This position requires a Bachelor's Degree and active enrollment in a post-graduate Audiology program.

Job Responsibilities:

Under the direct supervision of the Director of Audiology, the Audiology Entern is responsible for the identification, evaluation, and habilitation/rehabilitation of individuals with peripheral and/or central auditory impairments. All duties will be performed under the supervision of a licensed Audiologist.

Additional responsibilities include:

- Remains acquainted with the Texas Department of Human and Health Resources, Texas Rehabilitation Commission, State Board of Examiners for Speech-Language Pathology and Audiology, CARF, and other agencies as necessary.
- Coordinates programs for the hearing impaired with other departments of the center and outside facilities.
- Selects, administers, and interprets diagnostic tests.
- Integrates information and makes appropriate recommendations.
- Selects prosthesis and validates fitting.
- Orients client with personal amplification and listening systems, discusses communication strategies and provides post-fitting counseling.
- Schedules and prioritizes direct and indirect service activities and documents professional contacts and clinical reports in a timely manner.
- Communicates general information to the department.
- Attends meetings as required.
- Ensures compliance with all laws and regulations towards standards for accreditation.
- Develops, contributes to, and maintains staff member morale.
- Participates and provides input into the annual budgeting process.
- Maintains outside professional affiliations, and participates in community activities consistent with organizational goals.
- Acts as a change agent to keep the Department professionally current.
- Provides educational information regarding peripheral and/or central auditory impairments and the prevention of such impairments.
- Responsible for organizing and completing duties to fit and dispense hearing aids.
- Administers all services in a timely and professional manner to meet the needs of patients.
- Responsible for documenting and charging for patient services.
- Integrates information and makes appropriate recommendations.
- Markets to physicians and the community to build clinic referrals.

  Performs other duties as assigned.

This position requires endurance to perform tasks over long periods of work hours and the ability to perform essential functions without posing a "direct threat" in the work place. Must be able to lift 55 pounds.

Category of risk to exposure to blood and fluid: 1 ○ 2 ● 3 ○