

**BERRIEN COUNTY
HEALTH DEPARTMENT**

JOB POSTING

Job Title- Temporary Supplemental Hearing and Vision Technician;

Annual Salary \$15.25 - \$17.16

0-20 Hours/Week

Grade 4

GENERAL SUMMARY:

Under direct supervision, schedules and performs screening tests on children in schools and clinics for the detection of hearing and vision problems. Prepares and processes required paperwork.

TYPICAL DUTIES:

1. Performs vision screening/testing and rescreening on preschool, school age and special education children.
2. Performs hearing screening/testing and rescreening on preschool, school age and special education children.
3. Contacts schools and schedules dates for hearing and vision testing; maintains testing schedules.
4. Contacts parents of children who fail hearing tests; explains results and refers them to appropriate clinics or agencies.
5. Contacts parents of children who fail vision tests to explain results and sends follow-up letter; contacts parents who do not respond to letter.
6. Maintains instruments to ensure they are in proper working order.
7. Records results of testing procedures; prepares required reports such as vision and hearing summaries; sends report to the state as required.
8. Maintains office files; purges outdated files as necessary.
9. Prepares and mails testing packets to schools.
10. Maintains inventory of supplies and instruments required; orders supplies according to established department procedures.
11. Attends hearing and vision workshops.
12. Coordinates otology clinics

MINIMUM QUALIFICATIONS:

Education: A High School diploma or GED.

Experience: No prior experience as a Hearing and Vision Technician is required.

SPECIAL REQUIREMENTS:

Possession of a valid vehicle operator's license and a vehicle is required.

Certification by the Michigan Department of Health & Human Services through the successful completion of a training course and maintenance of certification through regular attendance at Michigan Department of Health & Human Services regional workshops.

In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Berrien County.

NOTE:

Employees will be hired at a Trainee wage as established by Berrien County until Certification by the Michigan Department of Health & Human Services is obtained.

DESIRED QUALIFICATIONS:

1. Experience and patience in working with children of various ages.
2. Effective oral and written communication skills.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.

For application, contact:

Berrien County Personnel
701 Main Street
St. Joseph, Michigan 49085
(269) 982-8616

<http://www.berriencounty.org/581/Employment>

Berrien County is an Equal Opportunity Employer