

## CCD STAFF QUALIFICATION AND RESPONSIBILITIES

### Position Title

AUDIOLOGY CLINIC COORDINATOR

### Qualifications

Education: Master's or higher degree in Audiology or in Communication Disorders with a major concentration in Audiology from an accredited college or university.

Experience: Minimum of five years experience in audiology clinical practice; at least three years experience in supervision of graduate level student audiologists; at least one year of administrative experience in coordinating and/or directing an audiological clinical service facility, unit or program. These experiences may have been completed concurrently.

Other: Clinical certification in Audiology from the American Speech-Language-Hearing Association; State of Connecticut Department of Health Services license in audiology; interest in research and publication.

### Responsibilities:

Staff: with Center Director, determine and maintain appropriate staff size; recommend employment, promotion and termination of audiology staff; solicit staff input regarding problem areas, program development and execution; with Center Director, establish work schedules; conference with staff regarding student clinical activities.

Program: Participate in all reviews and revisions of audiology program goals; oversee services offered by the audiology program; organize audiology staff, equipment and supplies; participate in administrative decisions regarding audiology program policies; make recommendations for purchase and acquisition audiometric equipment and supplies; assure audiometric equipment maintenance and calibration; maintain statistics of audiology services provided; monitor audiometric program evaluation.

Clinical: Monitor audiology patient management and referral; monitor audiometric patient record keeping; monitor scheduling of audiologists and service recipients.

Other: Participate in community relations supporting hearing impaired persons; cooperates with other community agencies in identifying service needs.

Line of responsibility: Center Director; Departmental Chair.