



Job Announcement: Audiology Assistant Director

General Responsibilities:

- Collaborate with Director in recruitment efforts including interviewing and hiring and training.
- Uphold and maintain department policies and procedures including editing, updating, creating, and provide training to staff on policies and procedures, as needed.
- Oversee Quality Assurance for the Audiology Department through quarterly file reviews.
- Ensure documentation necessary for billing are completed in a timely manner.
- Be part of program development for the Audiology Department.
- Serve in a mentorship capacity to staff regarding clinical and professional issues.
- Uphold policies and procedures of the Center as outlined in the Center manual.
- Promote and serve as a model for providing quality services, creative problem-solving, and positive communication skills.
- Provide requested information to the Director regarding staff performance reviews.
- Be available beyond the regular hours of the Center as may be required for special projects and community involvement.
- Be responsible for other assignments and special projects as determined by the Director.
- Provide direct clinical services within the scope of the weekly schedule.
- Act as a liaison between the audiologists and the Director of Clinical Services, leading communication and change initiatives.

Qualifications:

Clinical doctorate degree in Audiology.

Certificate of Clinical Competence issued by American Speech-Language-Hearing Association.

Licensure in Audiology issued by Ohio Speech and Hearing Professionals Board.

Minimum of two demonstrably successful years' professional experience in delivery of audiology services.

Must be an individual who has shown outstanding capabilities as a leader and organizer, an ability to work well with people at all levels, and a high level of proficiency in oral and written communications.

The information in this posting is a summary designed to indicate the general nature and level of work performed by employees in this position. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position

Send resume and salary requirements Attn: Davy Weaver, Director of Clinical Services
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