



## Job Announcement: Speech Department Assistant

### General Responsibilities:

- Follow all policies and procedures of the Center, as outlined in the Center and departmental manuals. (ex. adhering to attendance standards, adhering to the dress code, meeting deadlines, etc.).
- Assist staff with all transitions between service deliveries.
- Clean and organize treatment rooms/areas and materials/therapy equipment between each treatment session.
- Clean all common areas and frequently used surfaces in the speech department each hour.
- Clean all therapy materials at the end of each day and return them to their proper storage.
- Update classroom area bulletin boards.
- Laminate therapy materials as needed.
- Order test protocols and therapy materials as directed by the Director of Clinical Services or Assistant Directors of Speech Programs.
- Assist in coordinating, training and/or directing volunteers, as needed.
- Other assignments as determined by the Director of Clinical Services or Assistant Directors of Speech Programs.

### Qualifications:

Meet the health standards of the Ohio Department of Health.

Enjoy working with people.

Be dependable, organized, with attention to detail.

Have good communication skills and the ability to work appropriately with clients and staff at all levels of the organization.

Have the ability to work both independently and as part of a team; must be open and responsive to co-workers.

Proficiency in all Microsoft Office applications preferred.

Physical requirements: must be able to lift up to 30 pounds and must be able to move efficiently and quickly from one position in the classroom to another.

*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: Leslie Terrell, Assistant Director of Speech  
Columbus Speech & Hearing Center  
510 E. North Broadway, Columbus OH 43214  
Fax 614-261-5440

*The Columbus Speech & Hearing Center is an Equal Opportunity Employer.*

510 E North Broadway, Columbus, OH 43214 • P 614.263.5151 • VP 614.429.1382



[www.ColumbusSpeech.org](http://www.ColumbusSpeech.org)

