

<b>Job Title:</b>	Director of Audiology	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Audiology	<b>Prepared Date:</b>	April 2019
<b>Reports To:</b>	Director of Operations	<b>Salary Range:</b>	Commensurate with experience

### Summary:

HSDC is a nonprofit agency that has served the Seattle community for over 80 years, with services in ASL Interpreting, Audiology, Speech, Education, and Deaf & Hard of Hearing Services. The Audiology Department prides itself on being a close-knit, process-minded, team environment where all staff support each other to best serve clients across all ages, income levels, and cultures. We work with community partners to best advocate for our clients and their hearing healthcare needs.

Our ideal candidate is a practicing audiologist with 7+ years of experience in diagnostics and dispensing and with progressive leadership experience. This role balances a strong clinical focus as a direct service provider with administrative responsibilities related to the operations and development of the HSDC Audiology clinic. The Director of Audiology maintains high professional standards, is self-motivated and collaborative, and takes pride in leading a great team. This position may require occasional work on evenings or weekends.

As a provider, the successful candidate thrives on a holistic approach towards their clients' hearing needs, including communication strategies, self-advocacy, and assistive listening devices, in addition to traditional amplification options. Our team has high contact with Deaf staff members and clients; ASL proficiency is preferred.

### Responsibilities:

#### **Administrative:**

- Lead the Audiology department in well-defined and progressive steps towards fulfilling HSDC's mission and strategic goals, including improving inclusivity and accessibility for our diverse clientele
- Establish and accomplish clinical program goals/objectives annually, and participate as appropriate in the agency's strategic planning
- Identify opportunities for improvement within the clinic to improve clinic efficiency, effectiveness, and profitability. This may include tracking and reporting data on a weekly or monthly basis, developing/maintaining annual budgets, and developing improved documents and processes. The Director of Audiology should actively engage in and manage the strategic vision of the Audiology department and its role in the community
- Manage Audiology providers and support staff, including staff recruitment, retention, and development
- Collaborate closely with the Director of Speech and other Program Directors for interdepartmental events or processes
- Participate in regular meetings with the HSDC Leadership Team, Program Directors, and the Audiology team to maintain excellent lines of communication and effective information exchange, and to foster effective collaboration between all HSDC departments to ensure an integrated, service-oriented approach to providing services to fulfill HSDC's mission
- Foster, develop and maintain strong positive relationships with staff direct reports, community members, and representatives from outside agencies, including occasional offsite meetings or outreach events
- Continue to pursue professional development and training opportunities
- Other duties as assigned by the Executive Director

### **Clinical:**

- Must have experience with diagnostic evaluation and hearing aid evaluation, selection, and dispensing for adult and pediatric clients within the past three years. HSDC Audiology works with a range of manufacturers, technology levels, and generations; our ideal candidate is familiar with at least three different manufacturers' hearing aids and accessories and is willing to learn about other technologies as needed
- Uses a holistic approach towards their clients' hearing needs, including communication strategies, self-advocacy, and assistive listening devices, in addition to traditional amplification options
- Appropriately utilize verification and validation best practices when fitting amplification
- Demonstrate ability to establish and maintain successful relationships with clients and professionals, and to communicate in a professional, timely and effective manner via written and face-to-face communication
- Demonstrate cultural competency for a diverse, often non-English speaking client population and approach clinical processes with an equity lens
- Must be able to work comfortably with a variety of spoken language and American Sign Language interpreters and strive for improved communication access for all clients

### **Qualifications:**

- Doctor of Audiology or Masters degree in Audiology required
- Washington State audiology license strongly preferred
- ASHA Certificate of Clinical Competence in Audiology preferred

### **Preferred Qualifications:**

- At least 5 years of clinical experience, 7+ years preferred
- Must have good computer skills, including Microsoft Suite (e.g. Word, Excel, Publisher)
- Must have knowledge of American Sign Language (ASL) and/or willingness to actively learn
- Exceptional written, verbal and interpersonal communication skills
- Ability to work independently in a deadline-oriented environment
- A positive attitude and the ability to be a contributing team member at HSDC

**Physical Demands and Work Environment:** The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform the job, the employee is frequently required to communicate with individuals and groups in person or over the phone. The position requires manipulation of small devices, often with small tools and parts, and visual inspection for diagnostic evaluation as well as device troubleshooting. The incumbent may occasionally transport materials weighing up to 25 lbs to be used in offsite presentations. The incumbent is required to read and respond to documents in hard copy and electronic form.

### **How to Apply:**

E-mail cover letter and resume to Human Resources at HSDC at [humanresources@hcdc.org](mailto:humanresources@hcdc.org) by May 15th.  
Email only, no phone calls.

*Equal Opportunity Employer*