

# **BENCHMARK Audiometric Technician 1**

## **COMMUNITY SUBSECTOR COLLECTIVE AGREEMENT**

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**CLASSIFICATION GRID:** 8 NEW GRID 23  
(As of April 1, 2019)

**BENCHMARK TITLE:** AUDIOMETRIC TECHNICIAN 1

**BENCHMARK NUMBER:** 82201

**JOB FAMILY:** HEALTH SERVICES

### **SCOPE AND LEVEL DEFINITION**

Conducts general Audiometric tests, makes arrangements for Audiometric screening activities in clinical and community settings, provides education and information to clients, and performs technical work such as calibrating testing equipment.

### **TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Conducts general Audiometric tests such as pure tone hearing screening, speech tests, impedance tests, and noise level measurements using equipment such as audiometers and sound level meters. Instructs clients on procedures, records test results, and discusses test results with Audiologists.
2. Makes arrangements for Audiometric screening activities in clinical and community settings, such as schools, by performing duties such as liaising with school officials to schedule and confirm screening times, booking clients for programs/services, and establishing and maintaining waiting lists.
3. Provides education and information to clients, caregivers, and outside agencies regarding issues such as client disabilities, care plans, and available community resources, as well as hearing-related information such as hearing aid use and hearing protection.
4. Monitors, checks, calibrates, and performs minor maintenance, repairs, and adjustments on auditory equipment such as portable audiometers and hearing aids, using specialized repair equipment, hand and power tools, and chemical agents. Sends equipment for complex repairs as required.
5. Performs fitting and modification of hearing aids, and takes ear mold impressions of clients for hearing aids by performing duties such as completing visual screenings, inserting impression material, and checking for accuracy.
6. Performs client intake duties such as obtaining medical history, liaising with other agencies regarding client eligibility, and completing related documentation.
7. Monitors supply and equipment inventories, identifies requirements, prepares and processes order requisitions, and maintains related records. Receives and checks orders, verifies accuracy of invoices, stocks shelves, and distributes clinic supplies as needed. Follows up to obtain information and resolve discrepancies as required. Refers complex problems to supervisor.
8. Performs administrative support duties such as responding to general inquiries, inputting data into computer programs, compiling information and statistics, maintaining screening data, records, and reports, and preparing graphs and presentation material. Receives and records payments, and issues receipts. Maintains petty cash account.

9. Performs other related duties as assigned.

**QUALIFICATIONS**

**Typical Education, Training, and Experience**

- Grade 12
- Class V BC Driver's License
- Recent, related experience of one year  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

**Typical Skills and Abilities**

- Ability to communicate effectively, both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to operate related equipment
- Ability to organize and prioritize
- Ability to type at 40 wpm
- Knowledge of general office procedures
- Ability to establish and maintain rapport with clients
- Knowledge of medical terminology