

Audiology Volunteer Job Description

Summary: Audiology Volunteers will perform a variety of tasks depending on project deadlines in the Audiology clinic. This will include filing charts and other administrative tasks as assigned by the Audiology Administrative Manager (Nancy Maher). This position helps to extend the resources at Texas Hearing Institute.

Essential Duties and Responsibilities:

- Filing charts
- Making New Patient charts
- Cleaning toys used during audiology testing
- Putting together Hearing Loss Prevention (HLP) wheels
- Filing paperwork into client charts
- Typing labels, changing labels, changing out broken charts
- Faxing and making copies of client reports
- The last week of the month, pull client charts for the Cochlear Implant (CI) team meeting

Requirements:

- Must present a professional appearance and a friendly manner
- Must be dependable and punctual
- Be courteous and personable when dealing with the public
- Be self-directed, willing to take initiative and detail-oriented
- Respect and maintain confidentiality of all Texas Hearing Institute patients, volunteers and partners
- Computer skills are desired, but not necessary

Training & Supervision

- Texas Hearing Institute will train volunteers on the following items: filing system, cleaning toys, making charts, administrative duties and other projects

Time Commitment

- Once per week for 3 to 4 hours for a period of 4 months
- Some tasks can be created and tailored for other time commitments