

Educational Audiology Assistant

Authority

The Educational Audiologist Assistant reports directly to the Educational Audiologists, Clinical Team Lead and Assistant Director of Special Education, Clinical Services.

Purpose

The Educational Audiologist Assistant acts as a member of the Audiology Team and provides assistance with the duties and responsibility designated by the Audiologists.

Specific Responsibilities

- Assist the Educational Audiologist during assessments, manage school screenings, audiometer calibrations and training of staff as needed;
- Assist the audiologist with formal and informal documentation, preparing materials and performing clerical duties;
- Assist with departmental operations, e.g., scheduling appointments, preparing charts, documentation, maintaining supplies and equipment and operating audio-visual equipment;
- Act as a liaison with nursing station, Jordan's Principle in the community, otolaryngologist administration, and school resource team on behalf of the Education Audiologist;
- Assist the audiologist with research projects, in-service training for MFNERC staff or school and family or community education;
- Assist the audiologist in communicating with students, school staff and families when there are language differences and the educational audiologist assistant is competent in the student's language;
- Troubleshoot issues with minor repairs for cleaning hearing aids;
- Maintain, troubleshoot, and perform basic calibration checks of equipment;
- Provide listening checks and troubleshooting hearing aids and assistive listening devices;
- Assist the audiologist in the installation of sound field amplification systems in the classroom;
- Participate as a member of the MFNERC Special Education Clinical Services Team.

Qualifications

Education & Experience

- Minimum Grade 12 Diploma;
- Post-Secondary training in a related field would be considered an asset;
- Willingness to obtain the diploma for an Audiology Assistant while working;
- Willingness to relocate to Winnipeg for education and relevant work experience;
- Ability to speak a First Nations Language would be an asset;

- Knowledge of First Nations perspectives;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Strong time management and organizational skills, the ability to work under pressure and meet all deadlines;
- Professional behaviors that personify strong work ethics;
- Excellent oral and written communication skills;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Computer and IT skills an asset;
- Flexible to travel to First Nation schools throughout Manitoba.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference) by 4:00 p.m. **Monday, October 21, 2019** to:

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

Please visit our website at www.mfnerc.com