

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

AUDIOLOGY/SPEECH CONSULTANT

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to assist local health department personnel in the development, implementation, and maintenance of audiology and/or speech pathology programs.

There are three classifications in this job.

Position Code Title – Audiology/Speech Consultant-E

Audiology/Speech Consultant 10

This is the intermediate level. The employee performs an expanding range of professional audiology/speech consultant assignments in a developing capacity.

Audiology/Speech Consultant P11

This is the experienced level. The employee performs a full range of professional audiology/speech consultant assignments in a full functioning capacity. Considerable independent judgment is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Title – Audiology/Speech Consultant-A

Audiology/Speech Consultant 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Consults with and advises local agencies in establishing and maintaining hearing screening programs and related services for hearing and/or speech impaired children, adults, and their families in accordance with Public Health Code, rules, and policies.

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Ensures that children and Medicaid recipients with hearing disorders receive appropriate services including examinations, treatment, corrective devices, and information and training.

Correlates local health department screening programs and those of state agencies providing medical, educational, or social services.

Advises local health department personnel in the development and implementation of policies, procedures, budgets, funding proposals, program evaluations, staffing, and other administrative matters.

Plans and conducts training programs and develops necessary manuals used in hearing screening services.

Develops needs assessments and promotes good working relationships with community agencies.

Develops policies and procedures for service provision.

Interprets policies and procedures relative to specialty services provided by Children's Special Health Care Services in hearing/speech.

Collects and uses statistical data obtained from local programs.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Audiology/Speech Consultant 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Audiology/Speech Consultant 12 (Senior Worker)

Performs on a regular basis professional audiology/speech consultant assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

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Knowledge of the methods used in the development of local screening programs for hearing/speech.

Knowledge of methods used to detect and correct hearing disorders.

Knowledge of the pathology of hearing and speech disorders.

Knowledge of instructional methods used to develop a working skill level for technicians screening for hearing problems.

Knowledge of current techniques/prosthetics used for diagnosis and rehabilitation of individuals with communication disorders.

Ability to advise and inform community agency staff on matters of program policy techniques and procedures.

Ability to analyze community needs and to plan and develop hearing/speech screening programs.

Ability to promote the development of hearing/speech screening programs in local communities.

Ability to operate audiometric equipment and to interpret the results.

Ability to plan and conduct training workshops, classes and meetings.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Additional Knowledge, Skills, and Abilities

Audiology/Speech Consultant 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a master's degree in speech and hearing, speech pathology, audiology, or audiometry.

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Experience

Audiology/Speech Consultant 10

One year of professional post-master's experience in a teaching, clinical, or consultative capacity in the field of audiology or speech equivalent to an Audiology/Speech Consultant.

Audiology/Speech Consultant P11

Two years of professional post-master's experience in a teaching, clinical, or consultative capacity in the field of audiology or speech equivalent to an Audiology/Speech Consultant, including one year equivalent to an Audiology/Speech Consultant 10.

Audiology/Speech Consultant 12

Three years of professional post-master's experience in a teaching, clinical, or consultative capacity in the field of audiology or speech equivalent to an Audiology/Speech Consultant, including one year equivalent to an Audiology/Speech Consultant P11.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

AUDSPCST

Job Code Description

Audiology/Speech Consultant

Position Title

Audiology/Speech Consultant-E

Position Code

AUDSCSTE

Pay Schedule

W22-042

Audiology/Speech Consultant-A

AUDSCSTA

W22-046

ECP Group 2
Revised 6/1/06
TeamLeaders