



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 109-23**

**OPENING DATE: 06/08/2023**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Audiologist  
**PAY GRADE:** E11 (\$46.60/hr.-\$65.24/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Part-Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Health Services  
**REPORTS TO:** Director, Clinical Services  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Achieves the Audiology goals and objectives by planning, directing, monitoring, and evaluating services. Ensures the efficient and effective provision of audiology services to meet the needs of the community in collaboration with other medical/patient services.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Provide audio logic evaluation and treatment to patients of all ages with a broad variety of diagnostic conditions.
- Conduct hearing evaluation and related tests.
- Records information in patient records including: assessment, history, monitoring and education in accordance with policies and procedures.
- Interpret findings of hearing evaluation tests and effectively educate the patients on treatment plans or referrals to specialized treatment.
- Evaluate Need for hearing aids and determine proper hearing aid for patient.
- Ensures accurate and timely submission of medical records and billing forms.
- Provide consultation services to audiology technician, medical assistants, and health care providers.
- Maintain audiology soft/hardware to support services.
- Maintains current working knowledge of trends in audiology.

- Coordinate the audiology program with other IHC Units and community agencies to assist health promotion and disease prevention.
- Communicates with other primary providers and specialists to assure quality and continuity of care.
- Refers patients for further diagnosis and treatment, including specialty care, as indicated.
- Provides professional consultation in-house and to referral practices/clinics/hospitals.
- Assists in implementing screening programs including; Head Start and school screenings.
- Attend committee meetings to support quality management, safety and office management.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Maintains confidential information.
- Performs other duties as required.

**SUPERVISION RESPONSIBILITIES:**

- Assigns and delegates work activities to support staff or technician; reviews and evaluates support staff work; coaches and provides feedback to technician.
- Assists in hiring committees, orienting, and evaluating employee performance.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- A graduate level audiology degree with approved Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association.
- State of New Mexico Audiology License.
- CPR Certification.
- Proven record of continuing education and post-graduate study in various aspects of audiology.
- Experience in a Native American community preferred.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must pass background check for position.
- Ability to maintain audiology staff clinical privileges, including any licensure requirements.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Identify, test, diagnose, and manage disorders of hearing, balance, and tinnitus; interpret test results of behavioral and objective measures.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of audiology software.
- Skill in treating patients with tact, courtesy, and respect.
- Counsel patients about hearing health and the possible need for treatment/management.
- Perform otoscopic examination of ear canals and eardrum, and manage the removal of excessive cerumen.
- Recommend and provide hearing aid selection, fitting, and programming.
- Perform assessment and nonmedical management of tinnitus.

- Counsel and educate patients and families/caregivers on the psychosocial adjustments of hearing loss. Educate the public on prevention of hearing loss, tinnitus, and falls.
- Demonstrate the value of audio logic services by measuring functional outcomes, consumer satisfaction, and effectiveness of treatment.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to respect cultural and traditional Native American beliefs.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Work requires assisting patients to transfer and/or ambulate and sitting, standing and/or walking for extended periods.
- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is performed in an interior and exterior environment; generally in a clinical setting with a moderate noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood-borne pathogens, radiation, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.
- Possible exposure to COVID-19, biological, chemical, and extreme weather.
- Prolong standing or sitting.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.