



## Job Description

### Hearing & Vision Screening Assistant

**FLSA STATUS:** Volunteer

**PRIMARY FUNCTIONS:** Perform hearing and vision screening as required to maintain patient's health and wellness. Complete daily immunization records review. Assist with completion of school forms. Assists in the preparation of exam rooms for patient workups. Assist with stocking rooms and preparing handouts.

**REPORTS TO:** Reports directly to the Clinical Manager.

**SUPERVISORY RESPONSIBILITIES:** None

**ESSENTIAL FUNCTIONS OF THE JOB:** *(This list may not include all of the duties that may be assigned.)*

1. Perform hearing and vision screenings as needed.
2. Assist in the completion of sports, camp and school forms. Including Florida Shots forms.
3. Review records and assist in the completion of the immunizations review process.
4. Follow any HIPPA, OSHA and Safety requirements for rooms and documentation.
5. Escorting patients to and from waiting area.
6. Assist in the collection of Weight and Height measurements for patients 3 years and up.
7. Assist parent with visit questionnaires.
8. Assist in the preparation of educational handouts.
9. Assist with room cleaning and stocking.
10. Assist with other various clerical assignments.

**TYPICAL WORKING CONDITIONS:** Requires full range of body motion including handling patient, manual and finger dexterity and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries item weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Minimal exposure to communicable diseases or bodily fluids, toxic substances, ionizing radiation, medical preparations and other conditions common to an office environment.

**PERFORMANCE REQUIREMENTS:**

Adhere to all organizational information security policies and protect all sensitive information including but not limited to ePHI and PHI in accordance with organizational policy, Federal, State, and local regulations.

**Education:** Current High School Attendee age 17 or older.

**Licensure/Certification:** None

**Experience:** Prefer one year work experience in a medical office setting, but willing to train the right individual. Knowledge of computer desired.

**Knowledge, Skills & Abilities:** Ability to perform hearing and vision screening. Able to read and interpret immunization schedule. Knowledge of immunization requirements for children. Maintain effective working relationships with patients, employees and the public.

The foregoing description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be an accurate reflection of the general nature of level of the job.

I have read the above job description and my supervisor has discussed it with me and I understand the responsibilities of the job for which I have been hired. I acknowledge that I have assumed responsibility for carrying out these tasks to the best of my ability and accordance with company policies.

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Date Received

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Date Discussed

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Employee Name (Print)

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Human Resources

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Employee Signature

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Supervisor Name (Print)

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Supervisor Signature