



Code: 0904
Family: Health and Human Services
Service: Administrative
Group: Clerical, Accounting, and General Office
Series: Audio-Visual

CLASS TITLE: SUPERVISING AUDIO-VISION TESTER

CHARACTERISTICS OF THE CLASS

Under general supervision, participates in and supervises the activities of Audio-Vision Testers engaged in testing children for vision or hearing impairments and for compliance with State of Illinois Head Start, Childcare, and School Age guidelines, and performs related duties as required

ESSENTIAL DUTIES

- Assigns and reviews the work activities of personnel engaged in audio-vision testing activities
- Schedules schools and Head Start program sites for hearing and vision testing services and makes staff assignments to ensure screenings are efficiently administered
- Drives to program sites in order to conduct vision and audiometric assessments and to evaluate the work of Audio-Vision Testers, ensuring that vision and hearing tests are being performed according to established screening procedures and standards
- Provides training to staff and/or delegate agencies on proper use of screening equipment, testing procedures, and required documentation related to hearing and vision screenings
- Makes referrals for additional testing of children identified as having possible vision or hearing impairments
- Follows up with school officials and parents to ensure children who are given referrals receive additional medical services
- Maintains statistical information and prepares reports on program activities including services and referrals provided
- Coordinates and implements screenings for community-based events (e.g., health fairs, block clubs)
- Compiles submitted activity reports and prepares comprehensive summaries of unit productivity
- Maintains maintenance schedule for testing equipment and contacts vendors for repair services as needed

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Three years of work experience conducting vision and audiometric testing of which one year is in a supervisory role related to the responsibilities of the position

Licensure, Certification, or Other Qualifications

- Certification by the State of Illinois as a licensed Vision Screening Technician and Hearing Screening Technician is required
- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Diagnostic equipment (e.g., audiometer, tympanometer, vision screening instruments)

PHYSICAL REQUIREMENTS

- Frequent lifting and carrying (up to 10 pounds) is required
- Ability to move one's hands and arms to grasp or manipulate objects

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- *equipment, instruments, materials, and supplies used in testing vision and hearing
- *testing practices and procedures related to administering vision and hearing examinations

Some knowledge of:

- *applicable federal, state, local laws, regulations, and guidelines, including rules and regulations for conducting vision and audiometric testing
- *record keeping methods, practices, and procedures
- training methods, practices, and procedures
- supervisory methods, practices and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Audio-Vision Tester class

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *TIME MANAGEMENT - Manage one's own time and the time of others
- *INSTRUCTING - Teach others how to do something
- *OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly

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- QUALITY CONTROL ANALYSIS - Conduct tests and inspections of products, services, or processes to evaluate quality or performance

Other skills as required for successful performance in the Audio-Vision Tester class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong

Other abilities as required for successful performance in the Audio-Vision Tester class

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done

Other characteristics as required for successful performance in the Audio-Vision Tester class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
October, 2011