



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

AUDIOLOGY SERVICES ADMINISTRATOR

Job Number: 20000980

Job Code: 41530V230916

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 19 Salary (MIN - MID):

\$36,397-\$54,596 - Hourly

\$5,914.52-\$8,871.86 - 37.5 Hr. Monthly Salary

\$6,308.82-\$9,463.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Oversees and administers all programs and services for the identification, evaluation, and treatment of children and youth with communicative disorders of hearing. Directs all operational hearing services activities; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Doctorate in Audiology from a college or university accredited by the Council for Academic Accreditation of the American Speech-Language-Hearing Association.

EXPERIENCE, TRAINING, OR SKILLS:

Must have five years of professional experience in audiology.

Substitute EDUCATION for EXPERIENCE:

A Master's degree from a program accredited by the Council for Academic Accreditation of the American- Speech-Language-Hearing Association conferred before January 1, 2007 will substitute for the Doctorate in Audiology.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess an audiology license or be eligible for licensure from the Kentucky Board of Speech-Language Pathology and Audiology. License must be active by start of employment. Must be certified or eligible for certification by the American Speech-Language Hearing Association. Certification must be active by the end of the probationary period. Must maintain any required

licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees and administers all programs for the delivery of hearing health care services. Supervises Audiology Services Regional Coordinators ensuring the programs follow systems of care standards and guidelines for children and youth with special health care needs. Sets standards for the delivery of these services, establishes methods and procedures and evaluates and revises programs. Periodically reviews and evaluates the quality of services provided. Serves as a consultant for medical examining teams. Advises hospital and public health personnel in matters related to audiology. Consults with and advises lay and related professional groups concerning overall programming aspects. Prepares materials or publications related to communicative disorders. Develops and coordinates recruiting activities as necessary. Develops training programs for graduate students with appropriate college and university program directors as indicated. Participates in the development of policies and procedures related to hearing health care services. Plans and conducts in service training programs and workshops. Provides clinical back up services in audiology as necessary. Cooperates with other public and private health care services in the development and delivery of hearing health services. Reviews and recommends contracts for purchased hearing services. Supervises the preparation of routine and special reports and studies. Prepares financial and statistical reports necessary for planning and evaluating overall delivery of hearing services. Submits budgetary information for statewide programming. Advises hospital and public health personnel in matters related to audiology health care services. Provides liaison services between Commonwealth's Hearing Services, the American Speech Language Hearing Association and the Kentucky Speech Language Hearing Association. Serves on various committees

UNIQUE PHYSICAL REQUIREMENTS:

May be required to bend, stoop, kneel, or sit in a low chair to reach children and engage them in the activity needed for testing or treatment.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed primarily in a clinical setting. Limited travel within the community may be required to publicize the program.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.