

SPEECH AND HEARING CLINIC MANAGER

Positions in this class have responsibility for managing a clinic offering speech and/or hearing diagnostic and treatment services in the Department of Human Resources and at UNC-Hospitals. In the specialized Crippled Children's Clinic, the employee carries out the program according to Crippled Children's guidelines, prepares and submits grant reports, schedules clinic load, and provides consultation and liaison with the community health departments. Positions at UNC-Hospitals manage the speech or hearing clinic with responsibility for scheduling the clinic, providing consulting and liaison services to physicians directing the various pediatric, psychiatric, neurological, ENT, etc., clinics, and conducting applied research projects. Employees coordinate and supervise on-going training of students and interns. Work also includes functioning as a speech and language pathologist or audiologist providing diagnostic and treatment services.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee is responsible for analyzing the patient load and identifying new programs that may be needed such as developing programs or mini-clinics in communities or broad specialized clinics like neo-natal screening for high risk infants. Major focus is on new diagnostic/treatment approaches being used and developed.

Organizing and Directing - Employee sets up procedures for scheduling and makes changes daily as necessary to accommodate to the patient load and provide on-call coverage.

Budgeting - Employee considers the projected number of individuals the clinic can serve, patient load patterns, and new techniques in the field to recommend personnel, equipment, training, and travel needs.

Training - Employee encourages participation of staff in seminars and periodic in-service programs on related programs, disorders, etc., and attendance at professional meetings. Employee has final approval authority.

Setting Work Standards - Employee may establish new procedures, forms, etc., in keeping with division or hospital policies.

Reviewing Work - Employee is available for consultation at UNC-Hospitals on an "as need" basis. Employee monitors efficiency of meeting demands through schedule load and feedback from the clinic physicians. In the Crippled Children's Clinic, the employee monitors the quantity and quality through regular conferences and review of work against established standards.

Counseling and Disciplining - Employee initially counsels staff on problems and may issue warnings.

Performing Other Personnel Functions - Employee recruits, hires, conducts employee evaluations, and recommends firing to higher level supervisor.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Professional field of work with some new techniques evolving from research. With infants, developmentally disabled, and the difficult cases referred to the programs, creativity is required to adapt and modify tests for the unusual cases.

Variety of Work Supervised - Employee technically supervises one specialty (speech or audiology) in depth and monitors the other field generally and administratively to ensure a smooth-running clinic.

Number Employees Responsible For - One to three.

III. EXTENT OF SUPERVISION RECEIVED: Employee functions as independent professional and receives general administrative supervision on new programs, personnel functions, and budget.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

V. JOB REQUIREMENTS:

Knowledges, Skills and Abilities - Considerable knowledge of current principles, theories, and techniques used in evaluating speech and language or hearing of children and adults; of various types of disorders of speech, language, and hearing and their classifications, causes, and manifestations; of principles and techniques of remediation for various disorders of communication; of a variety of medical problems and effect and impact on communication or of a specialized disability field such as developmental disabilities; general knowledge of psychological and sociological aspects of human development; ability to establish effective communications with a wide variety of professionals and the general public.

Minimum Training and Experience - Current and valid license issued by the Board of Examiners for Speech and Language Pathologists and Audiologist (G.S. 90-292) and three years of professional diagnostic and treatment experience in the specialty field (speech and language, pathology, or audiology) as required for the job; or a permanent license with a Ph.D. and one year of the above experience; or an equivalent combination of education and experience.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.