



JOB OPPORTUNITY: Speech-Language Pathology/Program Assistant

JOB DESCRIPTION

Full-time Program Assistant position in the Speech, Language and Literacy department. This position reports to the Director of Speech, Language and Literacy.

HEARING, SPEECH & DEAFNESS CENTER

The Hearing, Speech & Deafness Center (HSDC) serves thousands of individuals and families each year - through clinical services, therapy, education, advocacy and technology. HSDC strengthens community by promoting effective communication and provides services to assist all individuals in realizing their full communication potential. Programs include: Audiology & Hearing Aids, Assistive Technology through HSDCStore.com, Deaf & Hard of Hearing Services, Education (Parent-Infant Program, Rosen Family Preschool and the Ned Behnke Speech Language Preschool) and Speech, Language & Literacy Therapy.

REPRESENTATIVE EXAMPLES OF WORK

The Program Assistant acts as the first point of contact with new and returning clients at our outpatient speech and language clinic and provides administrative support to the staff of speech-language pathologists. The Program Assistant also performs other duties as assigned. Candidates with speech-language pathology-related skills will have the opportunity to participate in clinical activities, such as community-based screenings.

BENEFITS INCLUDE

- Medical coverage
- Opportunities to gain clinical experience
- Opportunity to work in an innovative, bilingual (English & American Sign Language) workplace.

QUALIFICATIONS

- High School Diploma required. Two year degree in Speech & Hearing Sciences or related field preferred.
- Two years of office experience.
- Strong organizational skills, ability to multi-task, and attention to detail required.
- Computer proficiency, required
- Must have excellent verbal and written language skills
- Knowledge of American Sign Language or willingness to learn (classes provided)

ESSENTIAL JOB FUNCTIONS

This position requires that the applicant be able to move freely about widely varied work environments; read and use English clearly in both written & verbal forms; have legible handwriting; use a standard telephone; and use computer/typewriter/keyboard plus other office equipment.

Please submit resume and cover letter to:
Jennifer Sherley
Director of Speech, Language & Literacy
Hearing, Speech & Deafness Center
jsherley@hscdc.org or call 206.388.1278