Full Time
POSITION OPENING

HEARING & VISION TECHNICIAN

Minimum Requirements: High school diploma, clerical typing and data entry skills, ability to work closely with children and maintain effective working relationships with school officials, parents, and the public. Must be able to complete training by the Michigan Department of Health and Human Service’s Vision & Hearing Technician Program. Have a valid Michigan driver’s license and dependable transportation; drive on all rural roads and in any weather condition. Proficient in Microsoft applications. Pass a background check. Excellent communication skills both written and oral. Able to life/move up to 50 pounds

General Responsibilities: Schedule and administer Vision and Hearing screenings for all Schools, Day Cares’, and Head Starts in the District. Skill is working with children to obtain their cooperation. Maintain case files, reports and prepare related correspondence. Arrange for follow-up as needed. Familiar with Patagonia computer applications. Able to transport equipment/supplies to and from clinics. Will occasionally cover front desk and perform related duties as assigned.

Salary: $33,000 - $37,000

Applicants should contact: Julie Beeching, RN, BSN
Director of Nursing
Van Buren/Cass District Health Department
54718 CR 681, Suite A
Hartford MI 49057

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