

TUSCOLA COUNTY HEALTH DEPARTMENT

1309 Cleaver Road, Caro, MI 48723

(989) 673-1857

Website: www.tchd.us

The Tuscola County Health Department is seeking a Contractual Hearing & Vision Technician on a specially funded basis not to exceed 999 hours worked per year. The work schedule will typically be 2 days per week during the school year with summers off. A Hearing & Vision Technician performs a variety of duties including but not limited to working with and in area schools/preschools to provide Hearing & Vision screening services, creating and maintaining screening schedules, scheduling appointments, answering phones, computer work and filing.

Hearing/Vision Tech :

The position requires:

- Knowledge of Microsoft Office (Word, Excel, Publisher & Outlook)
- Knowledge of medical terminology
- Experience with clinic procedures such as taking clients' vitals, height, weight, etc. preferred
- Ability to conform to HIPAA requirements
- Ability to work with various cultural & ethnic groups in a tactful and effective manner
- Ability to work effectively with preschool and school aged children
- Possess a valid driver's license

Physical Requirements:

- Ability to sit, stand, bend, reach, lift, and carry on a regular basis
- Ability to lift equipment weighing up to 30 pounds on a regular basis
- Must be able to perform duties with or without reasonable accommodation

Educational requirements:

High School diploma or equivalent. Medical Assistant Certification preferred

Equal Opportunity Employer

Submit **resume and application** (found at tchd.us) to:

Human Resource Department
Tuscola County Health Department
1309 Cleaver Road, Suite B
Caro, MI 48723

Or Email **resume and application** to: hr@tchd.us

Applications/resumes will be accepted until the position is filled