



Job Description- Audiology Coordinator

Job Title: Audiology Coordinator
Department: Programs
Reports To: Executive Director
Benefits: Health, Dental and 403-B

FLSA Status: Salaried/Exempt
Prepared Date: May 31, 2025
Salary Range: \$101,303- \$147,902 (DOE)
Start Date: February 10, 2026

Equal Opportunity Employer and Equity: Listen and Talk is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, age (40 or older), disability, or protected veteran status. We are committed to providing reasonable accommodations to applicants and employees with disabilities and for sincerely held religious beliefs, observances, and practices. [Click here to read more about Listen and Talk's equity commitments.](#)

Summary: As part of Listen and Talk's dynamic team, you will apply expertise in hearing technology and assessments of hearing and auditory function while you team with families, teachers and therapists to optimize listening and spoken language/educational outcomes for young children who are deaf/hard of hearing.

Essential Duties and Responsibilities: Includes but not limited to:

Audiology Services

- Provide educational audiology services to children enrolled in the Blended Classroom and LSL Therapy programs at Listen and Talk including but not limited to:
 - Device maintenance and troubleshooting
 - Assessments
 - Family support re: devices, hearing loss, troubleshooting and clinical process
- Support Birth to Three Program including but not limited to:
 - Family support re: devices, hearing loss, troubleshooting and clinical process
 - Speech perception testing for transitions or as requested
 - Support clinical management on a case-by-case basis
- Participate in the IEP process
- Provide audiology services during Extended School Year (summer session)
- Collaborate with professionals, both within the organization and with external stakeholders, including audiology clinics, developmental centers and school districts, that jointly serve children in Listen and Talk's programs.

Coordinator Responsibilities

- Participate on the Listen and Talk leadership team, playing a role in determining priorities, and providing key metrics and standardized reporting.
- Meet with the Executive Director to identify progress and needs of the Audiology Program.
- Serve as a resource for staff pertaining to audiology-related questions and information
- Provide data for grant writing as needed
- Create/refine team policies and procedures in collaboration with the Audiology Team
- Provide supervision to student interns, practicum students, and clinical fellows.
- In collaboration with the Executive Director, manage the audiology budget.
- Other duties that support Listen and Talk's vision, mission and values as assigned

Supervisory Responsibilities: This position supervises the Audiology staff which may include an Audiologist, Audiology Technician, and/or Audiology Assistant.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education: Doctorate in Audiology (AuD or PhD) preferred; Master's degree with current certification and licensure considered.

Certificates and Licenses: Maintain Current Washington State Department of Health Audiologist License, ASHA Certification, and Washington State Educational Staff Associate (ESA) Certification. Current CPR, First Aid Certification and Bloodborne Pathogen training.

Language Skills: Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure documents. Ability to effectively present information and respond to questions from colleagues, parents, and the general public.

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The employee will carry classroom materials weighing up to 25 pounds. The employee is required to read and respond to documents in hard copy and electronic form.