



DOUGLAS COLLEGE

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Position Title	Laboratory Technician, Hearing Instrument
Posting Number	01774SA
Location	Coquitlam Campus
Regular/Temporary	Regular
Employment Type	Full-Time
Work Arrangements	This regular full-time (35 hours per week) position is available starting February 13, 2023 or as soon as possible after that. Regular hours of work are Monday-Friday, approximately 8:00am – 4:00pm. Shift days and times may change depending on the Department's need. Occasional evening and/or weekend work may be required. The position is located at the Coquitlam campus, however, successful candidate must be available for occasional work at the New Westminster campus. Douglas College is committed to supporting a healthy work/life balance for employees. A modified/flexible schedule may be considered, subject to the terms of the College's Work From Home Policy.
What Douglas Offers	DO what you love. Be good at it. That's how Douglas College defines a great career. It's a philosophy that resonates through our classrooms, our offices and our boardrooms. It inspires our students and drives us to make Douglas College one of BC's Top Employers. We love what we do. And we're looking for passionate, motivated people to join us in making one of Canada's best colleges even better.
The Role	To facilitate all laboratory operations associated with the Hearing Instrument Practitioner Diploma program. To provide for the maintenance and control of laboratory equipment, materials and supplies, set up laboratory demonstrations and demonstrate the use of laboratory equipment. Provides exceptional client-centred service on a consistent basis to all stakeholder groups.
Responsibilities	<ol style="list-style-type: none"> 1. Manages the flow of patients and test subjects in the hearing testing and hearing aid dispensing facility. <ol style="list-style-type: none"> a. works with students and patients in selecting options for hearing assistive devices; b. creates work orders for the filling of prescriptions and forwards the work orders to suppliers as needed; c. ensures quality control standards are met in the provision of customer services; d. maintains an accurate accounting and inventory system in relation to dispensary operations. 2. Ensures the maintenance and control of laboratory equipment, materials and supplies. <ol style="list-style-type: none"> a. checks labs on a regular basis to ensure readiness for use; b. consults with faculty to determine laboratory needs for courses; c. maintains a clean and safe laboratory environment for student use; d. maintains an inventory of dispensary and laboratory supplies and equipment including an ongoing summary of consumable supplies costs; e. performs minor repair of laboratory equipment;

	<ul style="list-style-type: none"> f. initiates procedures for major repair or replacement of laboratory equipment; g. ensures an adequate supply of required materials, prepares and processes appropriate paperwork for supplies orders including liaison with the Purchasing department and suppliers; h. maintains an effective system for ordering equipment and supplies; i. receives and checks equipment, materials and supplies ensuring orders are complete, supplies are maintained and equipment is operational. <p>3. Assists students with laboratory activities and assignments.</p> <ul style="list-style-type: none"> a. assists students with proper use of equipment; b. assists students by modeling exemplary customer service behavior; c. works cooperatively with faculty members to provide support for all laboratory activities; d. demonstrates the safe use of equipment. <p>4. Provides technical support for the laboratory component of courses.</p> <ul style="list-style-type: none"> a. collects and sets up equipment and materials for instructional laboratories; b. works with faculty in preparing and providing demonstrations on the use of laboratory equipment; c. takes an active part in the development, evaluation and revision of laboratory activities and materials; d. researches products for use in the laboratory including determining pricing and availability; works in collaboration with the Program Coordinator for timetabling the use of the laboratory space for the program as well as continuing education activities where appropriate; e. assists in the annual development of capital requests; f. assists with new faculty orientation. <p>5. Performs other related duties.</p> <ul style="list-style-type: none"> a. prepares staffing schedules for student assistants and supervises student assistants in the provision of customer service in the dispensary; b. assists in ensuring the safe operation of the laboratory; c. attends internal and external meetings.
<p>To Be Successful in this Role You Will Need</p>	<p>Current licensure as an active Hearing Instrument Practitioner with the College of Speech and Hearing Health Professionals of BC in good standing, plus at least three years' related work experience. An equivalent combination of education and experience will be considered;</p> <p>Experience with hands-on operation of various audiometry equipment, that may include audiometers, tympanometers, otoscopes, REM and/or sound field;</p> <p>Experience with a range of hand-tools used in a hearing clinic environment;</p> <p>Demonstrated English language skills, together with effective oral and written communication skills;</p> <p>Demonstrated ability to:</p> <ul style="list-style-type: none"> Work safely in a clinical environment and model safe practices for others; Develop and implement safe working protocols in a clinical environment; Maintain a clean and efficient workspace, applying appropriate infection control practices; Work independently with minimal supervision to meet deadlines and establish priorities;



	<p>Troubleshoot and assist others with troubleshooting;</p> <p>Exercise initiative within a team setting and promote a positive work environment;</p> <p>Maintain a working inventory of consumable items;</p>
Special Instructions To Applicant	<p>Interested applicants must submit their application and all required documents online on the Douglas College Career Site www.douglascollegecareers.ca. Please ensure your resume clearly explains how you meet the required knowledge, skills and abilities of the position for which you are applying. All candidates selected for interview will need to bring original certificates and diplomas of educational credentials noted on their resume.</p>
Link to Full Position Profile	<p>https://www.douglascollegecareers.ca/postings/10371</p>