



**Job Title: Mobile Screening Technician**

**Department: Lions of Illinois Foundation Programs & Services**

**Supervisor: Associate Director Lion Trish Fisher**

*The Lions of Illinois Foundation is a 501c3 non-profit organization. It is the Specific Mission of the Foundation to provide quality programs and services to the people of Illinois for the detection, treatment and rehabilitation of visual and hearing needs.*

**Volunteer Description**

The Mobile Screening Technician is responsible for providing FREE vision and hearing screenings to the public throughout the State of Illinois using the Lions of Illinois Foundation's Mobile Screening Unit. The Mobile Screening Technician is responsible for driving the Mobile Screening Unit to different screening locations throughout the State and for administering vision and hearing exams. The Mobile Screening Technician works directly with the Associate Director and completes any other tasks as needed.

*Preparation and Travel*

The Mobile Screening Technician is responsible for the following:

- Driving the Mobile Screening Unit safely to each screening location using GPS or other mapping methods.
- Arriving 45 minutes to one hour prior to each screening.
- Working closely with the Associate Director to establish a monthly screening schedule.
- Clearly and timely communicating with Lions Clubs ("Clubs") prior to each screening to provide and receive specific screening instructions.
- Confirming each Club's responsibilities, before, during and after the screening event.
- Arranging for appropriate overnight accommodations as needed to assure timely arrival at each screening location.

- Providing the Foundation with complete, accurate and timely expense reports with supporting documentation.
- Maintaining proficiency in the operation of the Mobile Screening Unit.
- Effectively utilizing a monthly maintenance checklist; scheduling preventative maintenance for the Mobile Screening Unit, as appropriate and approved by the Foundation.

### Mobile Unit Screenings

The Mobile Screening Technician is responsible for the following:

- Completing initial training and remaining up to date on use of the most current screening devices acquired by the Foundation. These screening devices will include a hearing screening tablet, retinal screening camera and children's vision screening camera.

Setting up the equipment for the screening.

- Running and troubleshooting the equipment prior to the screening to ensure equipment is working effectively.
- Ensuring that the mobile unit is stocked with the appropriate informational brochures, flyers and screening paperwork.
- Instructing and directing Club members on their responsibilities.

### **Club Responsibilities**

- Club members will be responsible for setting up the check-in table with event signage and having the public complete the necessary paperwork.
- Club members will run the hearing tablet portion of the screening unit.
- Club members will utilize the Children's Vision Screener as needed.
- Club members will assist clients as they enter/exit the Mobile Screening Unit.

Maintaining proficiency in the operation and data transfer of the screening equipment.

- Working closely with the Programs Assistant concerning screening software updates and scheduling and completing repairs to screening equipment as needed.

Timely completing and uploading all screening data reports.

- Working closely with Programs Assistant to ensure reports are delivered to a shared file in a timely manner.
- Timely completing the Hearing Data Sheet and Pass/Refer Form for each screening site.
- Documenting event turnout, including weather conditions at each screening site, as weather affects outdoor screening event turnout.
- Communicating with Foundation staff on all aspects of the operation of the Mobile Screening Unit.
- Maintaining the confidentiality of client data and screening results.

Must be able to lift up to a maximum of 45 pounds safely and sit for long periods of time.

## **Qualifications**

Valid Illinois driver's license. Preferred would be Class C designation or higher.

- Must have completed a safe driving course approved by the Foundation.
- Clean driving record for 5 years.
- 10 years' driving experience at a minimum.
  - Large vehicle experience preferred (i.e., large, self-contained recreational vehicles).
- Ability to work flexible hours (including weekends).

## **Education and Experience**

- High school diploma or equivalent.
- Proficient in Microsoft Office applications, including Word, Excel, One Drive (shared documents) and Outlook.

## **Desired Skills and Attributes**

- Self-starter with a strong work ethic.
- Strong verbal and written communication skills.
- Ability to solve problems, manage competing demands and transition from task to task with proficiency and patience.
- Ability to interact politely and patiently with members of the public.
- Enjoys travel and interacting with others.
- Demonstrated support of the Foundation's mission.

## **Additional Information**

- If the applicant is a Lion, they must be a Club member in good standing.
- Must consistently adhere to the Lions Code of Ethics both personally and professionally.
- Annual physical including vision and hearing tests required.
- This is a volunteer position with no promise or expectation of compensation; however, the Foundation will reimburse the Mobile Screening Technician for reasonable, approved out-of-pocket expenses.

This foregoing summary of duties and responsibilities is not intended to be all-inclusive and may be modified or amended by the Foundation at its discretion.

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