

POSITION DESCRIPTION – SPEECH PATHOLOGIST

Version	2	Published	28/08/2022
Approved on	28/08/2022	Approved by	Director
Last edited	28/08/2022	Next review	January 2024

Company Overview

Blossom Therapy Services is a rapidly growing allied health service supporting families with children with developmental delays and disabilities from newborns to early secondary years. We service families in North East Melbourne areas such as Epping, Wollert, Mernda, Doreen, Craigieburn, Thomastown, Lalor. We provide quality, professional, responsive therapy support including speech pathology, occupational therapy and allied health assistant support.

Our Social Responsibilities

We use our partnership with parents to support them to raise their children into independent and responsible adults. We do so by encouraging and supporting whole person development with a strong focus on social, emotional and adaptive behaviour development, which are fundamental for their mental wellbeing, learning and development.

Mission

We work to improve participation and independence of children with additional needs and empower their families to be active members of the community.

Vision

- We work in partnership with families and children to achieve their goals and aspirations.
- We share knowledge, information and skills with families and children to support and empower them to learn, grow and advocate for their children and make informed choices.
- We work in the community to promote the learning and development of children to reduce the need for specialist support.
- We grow and sustain the team by nurturing new graduate therapists, growing and challenging experienced therapists and treating everyone the way we wanted to be treated.

Core Values

Honesty – we always tell the truth

Integrity – we always keep the deal

Respect – everyone is important

Responsible – we are accountable for our choices

Connection – we cherish relationships

Growth – we grow our staff, clients, company, community

Function – we are useful

Quality – we excel in our work

We expect all employees to use their capabilities and behave in line with our social responsibilities, mission, vision and values and the responsibility of the position.

POSITION DESCRIPTION – SPEECH PATHOLOGIST

Position Description

Job Purpose	Plan and deliver effective speech pathology supports for children with a disability that improve outcomes, reflect and respect client priorities, build on strengths, meet quality service standards and adhere to contractual obligations.
Key Duties and Responsibilities	
Clinical Duties	<ul style="list-style-type: none"> • Deliver speech pathology services (including occasional swallowing assessment and intervention) to paediatric clients using evidence-based practice and utilising the therapy delivery models nominated by families (including but not limited to keyworker and transdisciplinary models). • Administer speech pathology screening and assessment using appropriate processes and tools. • Work in a way that optimises the inclusion of individuals and their families in their community and develops the capacity of communities to be inclusive of people with disabilities. • Support clients to advocate for themselves and, where required, assist them to identify their support networks and access community resources. • Provide your support to paediatric clients through a range of service delivery modes including face to face and group programs in environments including home, community and clinic and telehealth. • Provide information and support to parents and caregivers of children receiving speech pathology services. • Liaise with other agencies and professionals involved in the management and care of children receiving speech pathology services. • Provide NDIS plan review reports outlining the outcomes and success indicators within the agreed reporting timelines. • Facilitate parent and carer training sessions. • Develop, implement and evaluate group programs. • Seek and provide consultancy support within the therapy team • When assigned, supervise and train assistants, volunteers and students, ensuring professional, clinical, ethical, and safety standards are followed.
Documentation	<ul style="list-style-type: none"> • Ensure case notes and other client information is recorded according to service and practice standards. • Maintain accurate records of hours of support provided to substantiate billing. • Maintain client records, including recording contacts and correspondence according to policies and procedures. • Maintain and keep other records according to policies and procedures.

POSITION DESCRIPTION – SPEECH PATHOLOGIST

General Duties	<ul style="list-style-type: none"> • Other duties as required to achieve position specific or organisation goals. • Contribute to blogs and newsletters. • Share the responsibility to maintain environments as work ready, clean, orderly, well-resourced, safe and friendly atmosphere for clients and colleagues.
Professional Development	<ul style="list-style-type: none"> • Engage in team building and growth activities such as team meetings and program planning and improvement activities. • Participate in Continuous Professional Development program and mandatory trainings. • Meet the continuous professional development requirement of registration body.
Continuing Improvements	<ul style="list-style-type: none"> • Proactively identify and implement continuous improvement initiatives. • Collate and record feedback from clients.
Confidentiality	<ul style="list-style-type: none"> • Ensure client confidentiality in all situations.
Safety	<ul style="list-style-type: none"> • Ensure that all policies, procedures and safe work practices are followed at all times and adhere to all OHS legislative requirements. • Set a personal example in taking initiative to address or raise any concerns you have about our actions or lack of actions to ensure the safety for yourself, colleagues, clients and the community.
Compliance	<ul style="list-style-type: none"> • Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations. • Adhere and adapt standards of performance, policies and procedures. • Comply with NDIS Code of Conduct and the Code of Conduct of Speech Pathology Australia.
Attendance and Punctuality	<ul style="list-style-type: none"> • Demonstrate professionalism by being punctual and dependable for assigned/confirmed shifts and be presented appropriately
Personal Specification	
Essential	<ul style="list-style-type: none"> • A passion for, and understanding of person-centred, evidence-based practice • Capacity and willingness to learn with a commitment to personal and professional improvement • Takes ownership of tasks and responsibility for actions and commitments and follows through on these • Works autonomously and effectively within a team • A desire to help improve quality of life for children with disabilities and their families
Desirable	<ul style="list-style-type: none"> • Experience in working with people with disability and their families • Experience working with children with complex communication needs (e.g. ASD, Down syndrome, intellectual disability) • Experience in early intervention or school setting • Knowledge or experience working in a private practice • Capacity to work after school hours and Saturdays
Minimum Qualifications	<ul style="list-style-type: none"> • Bachelor of Speech Pathology • Current membership of or eligible to register with Speech Pathology Australia and adherence to Speech Pathology Australia Professional Self-Regulation program.

POSITION DESCRIPTION – SPEECH PATHOLOGIST

Skills	<ul style="list-style-type: none"> • Computer savvy, proficient with Windows operating system, Microsoft Office, Word, Outlook and database management systems • Excellent interpersonal skills and written and verbal communication skills • Interacts with clients efficiently, responsively and with empathy and compassion so clients feel heard • Flexible and adapts easily to changing circumstances • Excellent organisation, time management and prioritising skills with demonstrated ability to meet targets and deadlines in a dynamic and growing environment. • Shows independence and initiative in identifying problems and solving them
Key Selection Criteria	<ul style="list-style-type: none"> • Tertiary qualification (degree or equivalent) in Speech Pathology, current membership of or eligible to register with Speech Pathology Australia and adherence to Speech Pathology Australia Professional Self-Regulation program. • Ability to develop, implement and evaluate best practice in early childhood intervention and speech pathology programs • Demonstrated commitment to Blossom values and mission, and capacity to engage in the enhancement of Blossom culture in meeting organisational objectives. • ‘Can do’ attitude with ability to think ahead to take initiative, work independently and solve problems • Excellent organisation, time management and prioritising skills and thrives in a dynamic environment. • Reliable, trustworthy, dedicated and committed work attitude. • Maintains a calm, sensitive, welcoming, respectful, and professional manner with all stakeholders.
KPIs/Performance Goals	<ul style="list-style-type: none"> • Meet service delivery targets as reasonably expected within the role • Maintain accurate client records in a timely manner as per Blossom policy • Meet administration procedures required for funding • Meet professional development goals developed in consultation with your manager
Reports to	Practice Manager/Director
Award	Health Professionals and Support Services Award 2020 Health Professional Employee Level 1 – Level 2
Terms and Conditions	Status: Part-time/Full time Terms: Permanent/Casual FTE: Negotiable Working Days: Negotiable Location: Epping and surrounding suburbs

POSITION DESCRIPTION – SPEECH PATHOLOGIST

Mandatory requirements for Blossom Therapy Services speech pathologist role:
<ul style="list-style-type: none"> • Current professional indemnity insurance policy with minimum coverage of \$10 million • Current Drivers Licence and reliable vehicle • Meet legislative responsibilities and comply with organisational policies and procedures • Obtain NDIS Worker Screening Check Clearance, present 100 points of ID, and Right to Work in Australia • Meet all NDIS mandatory worker requirements • Victorian Disability Worker registration • Comply with public health orders including but not limited to mandatory vaccination requirements • A probationary period of 6 months applies unless otherwise stipulated • All staff are required to take reasonable care for their own health and safety and that of other staff who may be affected by their conduct • Blossom has a zero tolerance to bullying and harassment behaviour
Requirements Specific to Speech Pathologist role:
<ul style="list-style-type: none"> • Current membership of or eligible to register with Speech Pathology Australia and adherence to Speech Pathology Australia Professional Self-Regulation program • Registered or an eligibility and willingness to be registered for Medicare Benefits Schedule/Private Health Insurance registration as a service provider at Blossom

ACKNOWLEDGEMENT

I, _____, have read and accept the Position Description as stated above. I acknowledge the description of the position is an outline and guide to the duties of the professional activities needed to undertake the position successfully. I understand that a review of the position description may occur, and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

Employee Signature: _____ Print Name: _____

Date: _____

POSITION DESCRIPTION REVIEW HISTORY

Developed 28 January 2021

Reviewed and updated 28 August 2022