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| **Position Title & Level/Grade:** | Speech Pathologist  SFC Rates CatholicCare Enterprise Agreement | **Department:** | Counselling and Therapy Services |
| **Reports to:** | Senior Operation Manager | **Supervises:** | - |
| **Internal Liaisons:** | Portfolio Director  Program Managers  Workers/Peers, Corporate Staff. | **External Liaisons:** | NDIS, Medicare, educational institutes, community services |

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| **Position Objective** | The Speech Pathologist will be working with people of all ages from a variety of backgrounds including people with physical and developmental disabilities, learning and behavioural difficulties, mental health, communication, cognition and/swallowing disorders. They will be required to work collaboratively in a multidisciplinary team environment, providing advice and support to team members in their discipline.  The Speech Pathologist will work with a strengths based approach and a person centred framework to achieve positive outcomes for the client and/or family. Working within a client’s everyday environment will be important in achieving these outcomes.  Speech pathologists will provide a range of services which may include:   * Screenings and standardised assessments * Individual &/or group therapy * Providing advice, support and recommendations regarding assistive and adaptive technologies * Provide professional development to external services * Provide advice, support and education to both internal and external staff working with a client in regard to their plan and individual goals | | | |
| **Key Responsibilities** | **Building Quality Organisation:**   1. Staff are expected to contribute to a safe and healthy workplace environment, as well as to provide a service that conforms to agency and government rules and regulations. 2. Staff are expected, at times, to participate in corporate events, this could be the social club, working groups, committees etc. 3. Participate in the review of program and agency policies. 4. Staff are expected to participate in building a quality service, which includes providing feedback, identifying improvement opportunities and innovative practice.   **Providing Quality Services and Programs:**  Direct Client work   1. Provide assessments and therapy using evidence based methodologies 2. Achieve 6 billable hours per day 3. Use identified outcome measures 4. Develop and implement Individual Plans within a strengths based, person centred framework, and provide case coordination as required 5. Support families, key workers and other service providers to implement therapy strategies 6. Review client goals and outcomes within a family/person centred framework 7. Effectively coordinate supports and services for families and clients as required 8. Providing education and professional development for relevant stakeholder   Administration   1. Ensure all work with a client/family is documented appropriately and case files are completed within 24 hours of client contact 2. Provide data and reports as required 3. Ensure hours of services are accurately recorded for financial reconciliation 4. Liaise professionally with the accounts team on financial and billing matters 5. Participate in team meetings, planning days and relevant projects 6. Recommend, organise, develop and maintain discipline specific resources and equipment   Supervision, training and registration   1. Ensure speech pathology registration is maintained 2. Undertake professional development as per Registration Requirements 3. Provide feedback and disseminate information gathered from attendance at any external PD at Team Meetings 4. Attend clinical supervision 5. Maintain knowledge of current best practice in the relevant discipline   Network and market   1. Contribute to the ongoing viability of the portfolio by developing and implementing marketing opportunities 2. Participate in marketing events to promote service 3. Provide reports on service usage 4. Ensure marketing is targeted and appropriate 5. Deliver on agreed key targets for service growth 6. Attend external network meeting, forums, committees, conferences and consultations as directed 7. Participate in activities such as expos and community events 8. Provide feedback and share relevant sector information   **Sustaining Quality External Relationships:**   1. Provide a professional and quality service to all stakeholders 2. Required at times to represent the agency | | | |
| **Key Selection Criteria** | | | | |
| * A current financial practising member of SPA with Certified Practising Speech Pathologist CPSP status * Demonstrated skills and experience working with children, adolescents and families. * Commitment to and proficiency delivering evidence-informed practice. * Good verbal and written communication skills, and time management skills * Hold a current drivers’ license, a current Working with Vulnerable People card and be willing to undergo a police check. | | | | |
| **Experience & Knowledge** | | * Knowledge of relevant Acts * Knowledge of EEO, Work, Health & Safety and Privacy and Confidentiality policies and legislation * Understanding of Quality Assurance Standards, protocols and implementation * Effective oral and written communication skills * Ability to prioritise, manage time and attention to detail * Be able to work independently and with confidential situations * Ability to respond appropriately to a crisis * Ability to liaise, advocate and refer to outside agencies on behalf of clients | **Attributes** | * Evaluating and monitoring own performance * Having knowledge and confidence in own ideas and vision * Articulating own ideas and vision * Well established professional boundaries * Taking responsibility * Working ethically * Problem-solving skills * Demonstrating resilience * Being punctual * Accepting change * Empathetic * Emotional Intelligence * Commitment to Social Equity * Enthusiastic * Positive team attitude |

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| **Employee Declaration** |
| I have read this document and agree to undertake the duties and responsibilities as list above.  I acknowledge that:   * This position description details the accountabilities of the role and provides an indication of the current duties and tasks that I may be required to undertake. Additional or other duties may from time to time be allocated in order to fully meet the responsibilities of the role, team and any organisational objectives. * The measures where included in this document are indicative and will be reviewed with me on an annual basis and that my performance will be evaluated against these measures. |

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| **Employee** |  |
| **Signature** |  |
| **Date** |  |