



# Talking Matters

www.talkingmatters.com.au

## Position Specifications – Speech Pathologist

<b>Job Title:</b>	Speech Pathologist	<b>Practice open hours:</b>	Mon to Fri 8am – 6.15pm Saturday 8am - 3pm
<b>Business Type:</b>	Allied health private practice	<b>Regular hours</b>	As rostered, 10 days per fortnight
<b>Location:</b>	Elizabeth Downs, Adelaide SA	<b>Travel Required:</b>	Yes
<b>Level/Salary Range:</b>	Allied Health Professional Level 2	<b>Annual leave:</b>	As per Award (Xmas closure and by negotiation)
<b>HR Contact:</b>	General Manager	<b>Superannuation:</b>	As per legislation
<b>Position Type:</b>	Employee - Fulltime	<b>Personal leave</b>	As per Fairwork Legislation
<b>Reporting, working relationships</b>	The Speech Pathologist reports to the Speech Pathology Clinical Manager of Talking Matters. The position provides professional support and assistance to peers and receives professional support from peers and the management team.		
<b>Special conditions</b>	<p>Successful applicants will need to provide proof of an acceptable criminal history screening check (DCSI Working with Children check).</p> <p>Successful applicants will need to maintain current Child Safe &amp; RAN Training.</p> <p>A current driver's license and willingness to drive if needed is essential.</p> <p>Medicare registration</p>		
<b>Location</b>		<b>Contact details</b>	
238 Midway Road Elizabeth Downs SA 5113		Ph. (08) 8255 7137 Fax (08) 8219 0128 <a href="mailto:business@talkingmatters.com.au">business@talkingmatters.com.au</a>	
<b>Job Description</b>			
<b>Job Purpose:</b>			
<p>The Speech Pathologist is responsible for independently providing a high standard, effective and efficient clinical service related to speech pathology across a variety of service delivery modes. As well as having highly developed general caseload skills, the Speech Pathologist also has a specific area of specialty/focus. The Speech Pathologist role has additional clinical responsibilities, such as supporting more junior speech pathology staff, resource and service development, delivering professional development, and community engagement.</p>			
<b>Minimum Skills/qualifications:</b>			
<ul style="list-style-type: none"> <li>• Bachelor or Master's degree in Speech Pathology and registration with Speech Pathology Australia</li> <li>• A minimum of 12 months of pediatric clinical experience or demonstrated high level of knowledge and competence in pediatric speech pathology services.</li> <li>• Ongoing CPSP status</li> <li>• Registration as a Medicare Provider and as a provider with health funds</li> <li>• Proven people and service management experience</li> <li>• Demonstrated abilities to work effectively in a team environment</li> </ul>			

## Statement of Key Responsibilities / Duties

### Provision of client services

- Provide a high level of appropriate skilled clinical assessment and interventions across a range of clinical areas and service delivery modes (e.g. home, office, school, group, individual, transdisciplinary)
- Provide clinical services of a more complex nature and exercise independent professional judgement when required in solving problems and managing cases where principles, procedures, techniques and methods require expansion, adaption or modification.
- Provide consultation to schools
- Work collaboratively with members of the multidisciplinary team (and external service providers) to ensure client focused approach to care
- Work with children and families through the NDIA process
- Assist in development and review of therapy resources and other educational material suitable for clients and their families
- Provide clinical services as outlined in the KPIs

### Policy development, service planning and evaluation

- Identify opportunities for improvements in clinical practice, and develop and lead ongoing quality improvement activities
- Engage in development of innovative programs / services / referrals
- Monitor, evaluate and review the implementation of programs against set goals
- Contribute to the planning, development and evaluation of client programs and services.
- Incorporate evidence based practice into clinical practice

### Professional Development

- Maintain a high standard of knowledge by participation in relevant professional development activities to meet own and service needs
- Identify training and development needs, developing, delivering and evaluating programs as required
- Contribute to continuing education of colleagues through peer meetings and feedback
- Provide education and training to other health professionals, students and others within the organisation and externally, where appropriate, on issues pertaining to Speech Pathology
- Participate in the development, implementation and review of training programs for staff, families, carers and the wider community
- Provide support for peers and supervision to speech pathology students

### Organisational Requirements

- Attend, lead and actively participate at Talking Matters team meetings
- Comply with and promote work related policies and procedures relating to OHS&W, Emergency procedures, Child Safe Environments
- Actively participate in the ongoing identification, assessment, treatment and prevention of risks
- Undertake networking and liaison with other professionals and agencies, initiating and maintaining collaborative relationships providing early childhood services to children and their families
- Provide input into discussions regarding goals and objectives for programs and the practice

**Special conditions:**

- The incumbent will provide a minimum of 4 weeks' notice in writing to resign the position. Earlier exiting may be possible by agreement.
- Current SA Driver's license and own reliable transport is essential.
- Visits to homes, childcare settings, schools and other offsite work may be required
- Talking Matters is a smoke free and Child Safe workplace
- Rights and responsibilities of each party will be outlined in an employment contract

Last Updated By:	Carla Branson	Date:	14/08/18
Position accepted		Date:	

## Person Specification

### Essential Minimum Requirements (Those characteristics considered necessary)

#### Educational/Vocational Qualifications

- Bachelor or Master's Degree in Speech Pathology
- Registration with Speech Pathology Australia
- Participation in Speech Pathology Australia's Certified Practising Speech Pathologist program
- Personal Professional Indemnity insurance for a minimum of 10 million dollars.

#### Personal Abilities/Aptitudes/Skills

- Demonstrated ability to work collaboratively
- Demonstrated ability to deal positively with change.
- Demonstrated higher level skills in problem solving, negotiation and conflict resolution.
- Demonstrated verbal and written communication skills of an excellent standard.
- Demonstrated ability to work in a team and liaise effectively with key stake holders and external service providers.
- Dynamic and innovative approach to problem solving, time management and organisational skills
- Demonstrated commitment to improving services and willingness to initiate and participate in quality improvement activities
- Demonstrated ability to provide clear professional advice to other allied health staff, based on a firm speech pathology theoretical framework and supported by clear clinical reasoning
- Demonstrated ability to teach others including students and members of the wider community
- Demonstrated commitment to ongoing Professional Development

#### Experience

- A minimum of 12 months of paediatric clinical experience
- Demonstrated general clinical experience to a high level
- Demonstrated experience in providing a range of speech pathology service delivery options
- Experience providing education and professional development to relevant internal and external groups
- Demonstrated experience in providing peer support to APH level 1 clinicians and supervision of undergraduate students

#### Knowledge

- Knowledge in relevant areas of practice, with developing specialized knowledge in an area of Speech Pathology practice (e.g. autism, voice, feeding, fluency, education)
- Knowledge of modern technologies such as iPads and iPods/iPhones and applications for clinical practice
- Knowledge of current evidence based practices
- Knowledge of the theory and principles of professional supervision;

<b>Desirable Characteristics (To distinguish between applicants who have met all essential requirements)</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Previous experience in a private speech pathology practice with exposure to NDIA and other government funding bodies</li><li>• Experience in quality/service improvement</li></ul>
<p><b>Knowledge</b></p> <ul style="list-style-type: none"><li>• Demonstrated knowledge or principles and practical application of:<ol style="list-style-type: none"><li>1. Augmentative and Assistive Communication technology</li><li>2. PECS / Hanen / Keyword signing trained</li></ol></li><li>• Demonstrated knowledge of principles and practical application of:<ol style="list-style-type: none"><li>1. Occupational Health and Safety requirements</li><li>2. Child Protection legislation and Mandatory Notification requirements</li><li>3. Continuous Quality Improvement and Performance Management</li><li>4. Requirements for Medicare, health fund and government funding options for services</li></ol></li></ul>
<p><b>Educational/Vocational Qualifications</b></p> <ol style="list-style-type: none"><li>1. Membership of Speech Pathology Australia and CPSP status</li><li>2. Relevant additional professional development completed</li><li>3. Registered with Autism SA to provide ASD diagnostic services</li></ol>