

# POSITION DESCRIPTION

## SPEECH PATHOLOGIST

December 2018

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<b>AGENCY:</b>	Independent Living Centre Tas Inc. (ILC Tas)
<b>LOCATION:</b>	Tasmania
<b>POSITION TITLE:</b>	Speech Pathologist
<b>REPORTS TO:</b>	Senior Speech Pathologist and Clinical Manager
<b>EMPLOYMENT CONDITIONS:</b>	Health Professional Level 3 or L1 for Graduate Health Professionals and Support Services Award and National Employment Standards

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### OVERVIEW

The Independent Living Centre (ILC Tas) provides a community based information and advisory service on assistive technology, equipment, and design to enable people to accomplish everyday tasks safely and more easily through the Information Service.

The Technology Access Service (Tech) is a Tasmanian Government funded program of ILC Tas that provides expert assessment and intervention to assist people with disabilities to access computer, communication and environmental control technologies.

Equipify is the fee-for-service arm of ILC Tas that provides allied health services statewide. This includes (but not limited to) assessment and intervention, education and professional development, assistive technology, home modifications and access consultancy.

This position will be required to work in Equipify.

### POSITION OBJECTIVES

1. To provide excellent customer service to all clients and stakeholders using a person-centred approach.
2. To provide Speech Pathology services including assessment, intervention and report writing as required within the scope of referral requests and funding agreements.
3. To develop and implement customised resources for education and clients as required and within the scope of referrals.
4. To practice continuous improvement and achieve quality objectives.

## **SPECIFIC DUTIES**

### **Client Services:**

1. Provide clinical expertise in assessment, intervention (including development of resources) and consultation services, advise clients, carers, service providers and educators, with written reports as required, within the specifications of referrals.
2. Provide training and support for the client and their support as required within the specifications of referrals..
3. Establish and maintain professional contact with relevant service providers and advise clients on a range of other services and agencies to support their needs.
4. Liaise with suppliers for quotes, equipment trial, etc.
5. Liaise with funding agencies as required.
6. Maintain and monitor client service standards, client service records, statistical and administrative records as per ILC Tas and legislative requirements.
7. Provide services to individual clients within appropriate environments (eg. home school, work, ILC Tas) across Tasmania.
8. Provide services that uphold relevant professional and legislative requirements, e.g. WHS, Privacy, Disability Act.
9. Ensure all work is completed and invoiced in a timely manner.

### **Education:**

1. Develop and present professional educational materials including training / workshop packages, videos, and publications for a range of service users.
2. Maintain contemporary professional knowledge through appropriate continuing professional development activities (e.g. attend relevant meetings, seminars and conferences).
3. Instruct and supervise students, AT Mentor, Allied Health Assistants, volunteers, IT, Administration and other staff as required to provide Services to clients, including Education.

### **Resource Maintenance and Development:**

1. Liaise with suppliers, manufacturers and designers regarding products, service and design.
2. Participate in the evaluation of products and design.

**Quality Assurance:**

1. Participate in any Quality Assurance Programmes undertaken by ILC Tas.
2. Maintain a high level of clinical and related skills.

**Policy and Planning:**

1. Participate in the development and implementation of ILC Tas policies and procedures.
2. Participate in the planning and implementation of special projects, as required.
3. Participate in the identification of consumer and community needs and in planning effective ways in which ILC Tas might respond to them.

**General:**

1. Client service provision is to be conducted by ILC Tas Speech Pathologists in accordance with organisational policies and procedures, evidence based practice and professional standards such as compliance with the Speech Pathology Australia code of conduct
2. Maintain client confidentiality, safety and well-being at all times
3. Demonstrate a commitment to ongoing professional development and an interest in current developments in Speech Pathology and related fields.
4. Demonstrate efficient time management skills, motivation and the ability to work independently.
5. Demonstrate the ability to be flexible and manage a fluctuating caseload whilst working independently in a variety of situations including in-centre and offsite e.g. client home, workplace and other relevant environments for the client.
6. Be responsible for exercising professional judgement in problem solving and managing therapeutic interventions/assessments with general professional guidance/supervision from the Clinical Manager. Practise high ethical standards. Regular performance reviews will be provided by the Clinical Manager, with input from the EO and other staff as appropriate.
7. Foster and maintain effective working relationships with clients, staff, service providers and support personnel.
8. Attend relevant meetings representing ILC Tas.
9. Uphold the values of Independent Living Centre Tas Inc.
10. Follow the organisation's mission and long term goals.
11. Perform any other administrative duties as requested by the Clinical Manager or Executive Officer, The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.

## **PRE-EMPLOYMENT CONDITIONS**

### **Essential requirements:**

All employees must have current registrations for the following:

- Current membership with Speech Pathology Australia as a Certified Practising Member
- Working with Vulnerable People – Children registration

In addition all employees must provide a National Police Check which will be assessed against the position requirements. Subsequent convictions which may affect employment must be advised to the Executive Officer immediately. National Police checks must be updated at least every three years.

## **KEY SELECTION CRITERIA**

### **Essential**

1. Approved tertiary qualification in Speech Pathology from a Speech Pathology Australia accredited university course or Completed Assessment of Competency to Practise as a Speech Pathologist in Australia (MRA or Overseas Qualification Competency Assessment with Speech Pathology Australia)
2. Eligibility for membership of Speech Pathology Australia as a Certified Practising Member or Provisional Certified Practising Member.
3. Highly developed skills in speech pathology service provision to people across a range of disabilities and specifically supporting AAC development.
4. Well established level of competence in the use of computers and software, including knowledge of augmentative and alternative communication and assistive technology, or demonstrated ability to rapidly acquire knowledge in these areas.
5. Demonstrated highly developed interpersonal skills and communication, negotiation and conflict resolution skills.
6. Demonstrated report writing skills.
7. Demonstrated ability to prioritise a varying caseload, to work within prescribed timeframes, to work independently and as a member of a team.
8. Understanding of person-centred service provision.
9. Knowledge of anti-discrimination policy and work health and safety issues and practices in the workplace.
10. Current driver's licence.

### **Desirable**

1. Demonstrated business skills including ability to estimate time required to perform assessments and other tasks for quoting purposes.
2. Experience in the preparation and presentation of education sessions for a variety of audiences.
3. Knowledge of other relevant services, both government and non-government, for people who are aged or who have a disability.

4. Knowledge of relevant legislation e.g. Disability Services Act, Privacy Act and workplace health and safety issues and practices.
5. Knowledge and understanding of disability legislation, government policies and disability issues as they affect people with disabilities and their carers.
6. Ability and willingness to develop and learn new clinical skills to meet future organisational requirements.
7. Familiarity with service delivery for NDIS participants.