



**POSITION DESCRIPTION**

<b>POSITION TITLE</b>	Paediatric Speech Pathologist
<b>PROGRAM AREA</b>	Allied Health
<b>AWARD AND CLASSIFICATION</b>	Health Professional Services-Public Sector-Victorian Award 2003  Classification: Speech Pathologist  Grade according to experience.
<b>LOCATION</b>	The position is principally based at Banyule Community Health (BCH), Greensborough. However, the position will also be required to service other clients at other locations as part of its employment responsibilities and duties to BCH. In essence, all these organisations at differing locations will come under the auspices of BCH for the purposes of this role.
<b>REPORTS TO</b>	This position reports to the Team Leader who is accountable to the Program Manager - Clinical Services (The Program Manager is accountable to the Chief Executive Officer).
<b>PERSONNEL SUPERVISED</b>	Allied Health Assistant.
<b>ORGANISATIONAL CONTEXT</b>	Banyule Community Health Service provides a comprehensive range of health, welfare and social support services from sites at Greensborough, West Heidelberg and Rosanna. BCH is a Company Limited by Guarantee and registered as a community health service with the Health Services Act. The organisation is governed by a properly constituted Board of Directors which is appointed by the Board and elected by the members at the annual general meeting.  The community makes decisions about the health service through the community elected Directors and through consumer participation strategies. We are a smoke free work environment.
<b>LOCAL WORK ENVIRONMENT</b>	The provision of Allied Health services is one of a number of services provided by BCH. This involves providing a comprehensive Paediatric Speech Pathology services to BCH clients.

	<p>We have a high expectation that staff operate as a co-operative team. Our emphasis is on having staff that are flexible, multi-skilled and are able to work with a diverse range of individuals, groups and community agencies. We look for people who are prepared to learn and take on new skills, responsibilities and challenges. Employees are expected, when required, to rotate with, and back-up other staff. In addition, there may be occasions when employees are asked to work at other sites. Generally, we are looking for staff to have a good working knowledge of areas other than their own.</p>
<p><b>POSITION SCOPE</b></p>	<p>To provide speech/language therapy services (advice, assessment, therapy and home programs) to children aged from birth to school entry, and provide education for families and professionals in the City of Banyule.</p> <p>The Paediatric Speech Pathologist position is focussed on several key areas of the operation of the Service. The incumbent is expected to maintain a high level of knowledge and skills in the areas indicated in the section "Key Responsibilities and Duties".</p> <p>These duties have been determined by management after considering the current strategic direction of the organisation, as well as contractual obligations and priorities established in local health needs surveys and in consultation with the incumbent.</p>
<p><b>KEY RESPONSIBILITIES</b></p>	<p><b>Key Responsibilities and Duties</b></p> <ul style="list-style-type: none"> <li>• Provide comprehensive assessment and treatment services to children with a range of communication disorders.</li> <li>• Organise, plan, implement and evaluate and group therapy programs for children as appropriate.</li> <li>• Develop individual home therapy programs for children as required and provide parental education to enable parents to implement such programs at home.</li> <li>• Organise and deliver community information sessions to promote Paediatric Speech Pathology service at BCH including eligibility and referrals.</li> <li>• Liaise and work co-operatively with the Paediatric Occupational Therapist to plan and deliver joint therapy programs to specific client groups and provide supervision and support to the Paediatric Allied Health Assistant.</li> <li>• Liaise and work co-operatively with other staff members at the BCH to ensure appropriate referrals and case</li> </ul>

	<p>management responsibilities.</p> <ul style="list-style-type: none"><li>• Develop and foster professional relationships with external key service providers in the community to ensure effective consultation and referral processes.</li><li>• Develop appropriate methods to manage current workload and waiting list in consultation with the Team Leader.</li></ul> <p><b>Other Duties &amp; Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Maintain and update relevant health education resources and Paediatric Speech Pathology equipment.</li><li>• Participate in discipline specific meetings, Allied Health team meetings and staff meetings.</li><li>• Contribute to the development of policies and procedures of the Allied Health Service Unit when required.</li><li>• Maintenance of record keeping, collection and timely submission of statistical data, report writing and other documentation as required by management.</li><li>• Attend professional development activities and clinical supervision as per BCH clinical supervision policy and procedure.</li><li>• Participate in the ongoing quality improvement activities of the agency. These activities include planning and evaluation of programs and services, performance development, audits and client satisfaction surveys.</li><li>• Ensure that client confidentiality is respected and upheld at all times.</li><li>• Notify management in the event of any damage or interference with the organisation's buildings, vehicles and/or equipment.</li><li>• Promote good public relations on behalf of the organisation.</li><li>• Ensure services are delivered in a culturally sensitive manner</li><li>• Ensure a safe workplace according to OHS standards and policies</li></ul>
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	<ul style="list-style-type: none"> <li>Any other duties as instructed by the Program Manager/Team Leader from time to time.</li> </ul>
<p><b>QUALIFICATIONS AND EXPERIENCE</b></p>	<p><b>Mandatory Criteria</b></p> <ul style="list-style-type: none"> <li>Approved qualification in Speech Pathology.</li> <li>Eligibility for Membership of the Speech Pathology Association of Australia.</li> <li>Demonstrated experience and expertise in the provision of Paediatric Speech Pathology services. This includes assessment and treatment of a variety of communication disorders.</li> <li>Experience in working with both individuals and groups from culturally diverse backgrounds.</li> <li>Highly developed interpersonal and communication skills.</li> <li>Highly developed time management and organisational skills and demonstrated ability to manage waiting lists.</li> <li>Demonstrated ability to perform to the highest standards.</li> <li>Current Victorian Driver's Licence.</li> <li>Satisfactory police check where applicable or as required by legislation.</li> <li>Current Working with Children Check</li> </ul> <p><b>Desirable Criteria</b></p> <ul style="list-style-type: none"> <li>A second language (useful but not necessary)</li> <li>Hanen Training</li> </ul>
<p><b>CORE ATTRIBUTES</b></p>	<p>Ability to work as part of a multidisciplinary team.</p>
<p><b>POLICY &amp; PROCEDURES</b></p>	<p>All employees are expected to read and comply with the organisations policies, procedures and protocols as ratified by the Board of Management.</p>

*I acknowledge and agree that the above job description is a true and accurate description of my current role.*

**Employee's Name** \_\_\_\_\_

**Employee**

**Date**

**Manager**

**Date**

**The job description was revised on 18<sup>th</sup> June 2010**