

Position Description

Position Title: Speech Pathologist (Early Childhood Intervention)
Award/classification: Health Professional Award / Grade 1 or 2
Location: Any site occupied by DPV Health Ltd

Branch / Team: Child Youth and Family- BIG Steps Early Childhood Intervention Service

Reports to: Team Leader
Direct Reports: None
Effective date: July 2018

Position Purpose:

This position is responsible to:

- Work within a Family Centred and Strength Based (customer centred) framework to provide Early Childhood Intervention Key Worker and Speech Pathology support to children and their families.
- To work as a member of the transdisciplinary team, learning from and supporting all other team members, in order to best meet family's needs and priorities.
- To assist and support families and other relevant people to meet the communication, language difficulties and complex feeding needs of children with disabilities and developmental delays.
- Develop, implement and evaluate a suite of 1:1, outreach, group sessions/ home based and/or generic service based Speech Pathology programs to address the agreed customer outcomes .
- Provide outcome reports as required in service agreement or upon request.
- Achieve performance, financial and individual Key Performance Indicators as outlined in Goal Setting and Review process.

Duties and Responsibilities

INDIVIDUAL CUSTOMER SERVICES

- Provide a high quality evidence based Early Childhood Intervention and Paediatric Speech Pathology Service That is co-designed with the family, to meet the needs of the children and families in a manner which respects the rights and confidentiality of the child and their family.
- Embrace innovation and responsiveness
- Work in partnership and collaboration with all those associated with the child/family to provide timely and developmentally appropriate services using a Team around the Child Approach.
- Maintain communication with all authorised key stakeholders relevant to a child and family's team. These stakeholders will include the family, other DH ECIS staff and community team members e.g. Preschool and child care staff.

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- Provide services to children and families within the DH ECIS transdisciplinary team model as a Speech Pathologist consultant, as well as key worker role in the most appropriate locations e.g. home, playgroups, child care, Preschool, other community settings or centre based groups.

TRANSDICIPLINARY ROLE

- Share knowledge and skills through participation in community education.
- Assess, and review children’s language, communication and feeding skills in order to implement interventions that will address families’ needs and priorities.
- Act as a resource to staff regarding current issues in Paediatric Speech Pathology.
- Manage and co-ordinate the prescription and provision of specialised feeding and communication equipment, and resources as required.
- Provide feedback to other service providers as outlined in Service Agreements.
- Perform duties within the scope of practice of the role, and according to the clinical privileges confirmed through the verification of credentials (qualifications, registration and professional competencies)

KEY WORKER ROLE

- Develop professional working relationships with families which respect individual styles and acknowledge strengths and capabilities.
- Coordinate services for the family within a collaborative team approach.
- Provide assistance and support to families to enable them to identify their priorities and make informed decisions.
- Provide the family with appropriate information about all other available services that are relevant to the family / child and arrange any referrals requested by the family.
- Support and work with staff from other agencies who may be involved with the family and child and whose input is requested by the parents, in order to provide and maintain a high quality, co-ordinated service.
- Ensure customer file documentation supports the standards for documentation and the quality improvement requirements within the agency
- Work with customers, carers and other stakeholders to minimise the potential for “Failure to Attend” clinical appointments
- Support the planning and reporting processes as required by the Funding provider. For example Department of Education and Training.

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REPORTING AND SERVICE DEVELOPMENT

- Develop, implement and evaluate the effectiveness of paediatric speech pathology programs in partnership with other team members
- Support business development opportunities in the Early Childhood Intervention service
- Regularly participate in designated meetings
- Maintain timely and accurate statistical input into relevant customer management databases
- Provide reports to the Team Leader/Manager as requested
- Direct, supervise and assist in the training of students, volunteers and other stakeholders as required.
- Support quality improvement processes identified as relevant to the delivery of Early Childhood Intervention and Paediatric Speech Pathology services within the agency

Additional Information

- Travel between sites may be required including outreach work within the DPV Health catchment.
- Occasional after hours and weekend work may be required.
- This position description is indicative of the role and may include other duties as directed
- The position is subject to available funding and DPV Health financial status
- Specific tasks and functions of this role will be detailed through objectives and key performance indicators

Professional Skills and Qualifications

- Maintain registration as a Paediatric Speech Pathologist and fulfil the requirements of the Board including maintaining their code of ethics
- Adhere to the DPV Health and ECIA Vic Codes of Conduct
- Demonstrated commitment to ongoing professional development
- Maintain regular contact with the other clinical staff at DPV Health and Paediatric Speech Pathology networks work to share expertise and improve customer outcomes
- Demonstrate a commitment to reflective practice and continuous quality improvement

AUTHORITY

The occupant of this position has authority as per Delegation Manual

KEY SELECTION CRITERIA

Essential Qualifications, Experience and Registrations:

- Current Registration as a Speech Pathologist and a current member of Speech Pathology Australia governing body

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- Demonstrated Paediatric Speech Pathology clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with customer.
- Experience in Early Childhood Intervention Services/Paediatric Speech Pathology.
- Ability to demonstrate reliable interpersonal skills and to form a working relationship with a variety of families of young children with developmental disabilities, staff, colleagues and staff employed in community early childhood settings.
- High level of communication skills.
- Ability to work independently.
- Experience working as a Speech Pathologist in a community setting including work with CALD and paediatric customers with developmental delays and disabilities.
- Experience conducting therapeutic and/or health education and training groups.
- Experience in planning, implementing and evaluating innovative, evidence based, clinical services
- Demonstrated ability to participate in a performance driven environment within designated billable hours with adherence to business rules as per Goal Setting and review.
- Knowledge of Family Centred Practice (Customer Directed Care) principles and frameworks
- Current Victorian drivers licence
- Valid Working with Children's Check (valid for 5 years from the date of issue)
- Satisfactory Police Check
- Disability closure scheme statement
- Registered or will be registered as MBS Provider

Desirable Qualities and Experience

- Knowledge of and commitment to the principles and practices of early childhood intervention family centred practice and strength based approaches.
- Post Graduate qualifications in paediatric speech pathology and developmental disabilities.
- SWEP credentialing.
- Ability to write clear, concise and informative reports
- Experience or understanding of the relevant funding initiatives
- A relevant community language
- Experience facilitating and supporting students
- Knowledge of community support services

Key Capabilities

- Ability to work independently and respond to a changing work environment
- Ability to market and promote service in a competitive market place
- Ability to use initiative to recognise, identify and initiate action in relation to a variety of issues and circumstances.
- Excellent communication skills including an ability to work within an inter-professional framework and collegiate manner
- Integrity and upholding confidentiality
- Demonstrate DPV Health values of Excellence, Integrity, Compassion, Respect and Professionalism

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- Understanding problems, issues and concerns to generate solutions through negotiating and influencing
- Capacity to make decisions, find solutions and escalate when required
- Seek opportunities to improve processes adapting to a flexible and changing environment
- Managing time, resources, tasks and competing priorities
- Communicating to a diverse range of audiences in an informative, engaging and persuasive manner
- Utilise interpersonal and relationship building skills and tools to craft constructive rapport with DPV Health workers and customers from a variety of cultures, religions and socio economic circumstances
- Understanding customer needs and providing excellent service
- Competent computer skills

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PERFORMANCE INDICATORS

<i>Essential Requirements - the standards required for effective performance</i>	<i>Measurement of Performance - the measures for evaluating performance</i>
<ol style="list-style-type: none"> 1. Undertake duties and responsibilities as outlined in the position description 2. Satisfactory completion of roles and tasks allocated in the annual team work plan 3. Achievement of service delivery, financial and performance targets as outlined in Annual Work Plan 4. Delivery of high quality care 	<ol style="list-style-type: none"> 1. Goal setting and Review indicates duties and responsibilities carried out 2. To be identified as per performance appraisal 3. Targets achieved 4. Annual customer feedback, achievement of QICSA or other quality requirements of position.

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