



Position Description

Position Title:	Paediatric Speech Pathologist
Award/classification:	Health Professionals Award, Speech Pathologist, Grade 2
Directorate:	Community Services
Reports to:	Community Services Program Manager
Direct reports:	None
Effective date:	November 2018

Overall Position Purpose

This position will provide Paediatric Speech Pathology service to the DPV Health community, providing a high standard of clinical services to eligible clients. Quality client care will be provided through the application of competent clinical skills in assessment, planning, implementations of treatment, education and management.

This position contributes to the success of DPV Health by operating as a Speech Pathologist within the Child Health team.

Key deliverables for this role is to:

- Provide high quality, family centred care in accordance with DPV Health vision and mission statements
- Provide Speech Pathology interventions including assessment, planning, treatment, education, management and referral
- Work as a member of a multi-disciplinary team, learning from and supporting all other team members in order to best meet clients' needs and priorities.

Duties and Responsibilities

Service Delivery

- To meet, and strive to exceed, personal and workgroup targets for KPIs as set by DPV Health
- Undertake timely and appropriate assessments and interventions for referred clients
- Be aware of waitlist priorities and manage same with a flexible service delivery approach
- Develop care plans in consultation with clients and other relevant participants that identify goals and reflect a self-management approach
- Review clients at regular intervals and undertake appropriate planning for service-discharge
- Undertake and report regular activities to monitor and evaluate the quality of service provided to clients
- Practice effective infection control procedures where applicable
- Develop, run and evaluate group based programs that support clients to improve control of their own health and encourage integration into the community
- Participate in multi-disciplinary team activities that will enhance the quality of care to the clients
- Participate in team and discipline based quality improvement and service development activities
- Work effectively and appropriately with children
- Undertake family centred and child safe practice interventions
- Identify and make appropriate onward referrals
- Identify, manage and report child protection issues
- Use evidence based programs for individuals and groups
- Supervise other staff and students as appropriate

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Reporting, Systems and Analytics

- Provide high quality concise and timely reports as required
- Actively use and promote the use of DPV Health systems such as VHIMS, MyBookings, ESS, e3, Gemba, Trim and others
- Continually review service/support provided to analyse success and areas of improvement

Financials, Budgets, Targets, Funding

- Identifying opportunities to enhance the financial sustainability of your Program
- Ensure that all financial transactions are undertaken in line with approved DPV Health policy and delegations
- Achieve targets / budgets for your role

Culture, Engagement, Diversity – People Experience

- Demonstrates behaviours aligned with DPV Health Values and Code of Conduct
- Participate in regular supervision, annual work plans and annual performance reviews
- Actively participate in all required training, inductions and development
- Actively participate in and attend organisationally required meetings in a positive constructive manner. Offering balanced views and seeking solutions
- Actively supports and demonstrates inclusive behaviour with a zero tolerance for any bullying, harassment and inappropriate conduct

Health and Safety

- Take reasonable care to ensure no risk of harm to self and others in the workplace. This includes immediately reporting any incidents, near miss, hazards and injuries.
- Comply with relevant Occupational Health and Safety laws, standards, safe work practices, policies and procedures and attend all safety initiatives, improvements & training.
- Demonstrate safe work behaviours and conducting work in accordance with our safety management system.

Risk Management and Compliance – Quality and Accreditation

- Ensure documentation supports both quality and department standards
- Actively identify, monitor and manage areas of key risk and lead appropriate escalation and response
- Actively monitor and improve the quality and safety of their care and services
- Identify risks as they emerge and proactively address new and known risks.
- Commitment to partnering with clients to facilitate effective engagement and participation

DVP Health Requirements

- Current Victorian drivers licence
- Valid Working with Children's Check (valid for 5 years from the date of issue)
- Disability closure scheme statement
- Satisfactory Police Check (valid for 3 years from the date of issue)
- Occasional after hours and weekend work may be required
- Travel between sites is required
- Specific tasks and functions of this role will be detailed through objectives and key performance areas
- For service delivery roles = registered for or will be registered as a MBS provider

Authority

The occupant of this position has authority as per the delegation manual.

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Qualifications Required or Desirable:

- Bachelor of Speech Pathology or equivalent qualification

Work Experience, Skills and Behaviours (Key Selection Criteria):

In order to succeed in this position, it is expected that you will have:

- As a Community Health organisation our clients place their trust in us. You, appreciate a culture of risk management and mitigation. You are committed to maintaining a high standard and quality of work and ethics. You are motivated to do what is right legally and morally.

Service Delivery

- Eligibility to obtain and maintain professional registration with Speech Pathology Australia or other relevant body entitling practice in Victoria and must provide evidence of that registration annually
- Well developed clinical skills and demonstrated ability to support a coordinated approach by working with a range of stakeholders to improve health outcomes as agreed with client,
- Experience working as a paediatric speech pathologist in a community setting including work with clients from diverse backgrounds
- Experience conducting therapeutic and/or health education groups, particularly in the 0 – 6 year old age range
- Experience in planning, implementing and evaluating innovative, evidence based, clinical services
- Understanding client needs and providing excellent service

Communication and interpersonal approach

- Excellent communication skills including an ability to work within an inter-professional framework and collegiate manner
- Utilises interpersonal skills and tools to establish constructive rapport with clients from a variety of cultures, religions and socio economic circumstances
- Ability to present complex information in an easily understood and accessible format

Client Focussed

- Demonstrated responsiveness to client needs and wants. (Internal and external)

Planning and being Organised - A commercial focus

- Ability to write clear, concise and informative reports
- Excellent understanding and knowledge of the funding changes impacting the sector

Quality, process improvement and innovation

- Uses initiative in identifying continuous quality improvement opportunities

Extras depending on the role

- Competent computer skills
- Experience facilitating and supporting students

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