

## Position Description

### Speech Pathologist (Early Childhood Intervention)

<b>Award or EBA:</b>	Health Professional Award
<b>Classification/Grade:</b>	Grade 2
<b>Directorate:</b>	Any site occupied by DPV Health Ltd
<b>Reports to:</b>	Child Youth and Family- BIG Steps Early Childhood Intervention Service Team Leader
<b>Direct Reports:</b>	NIL

Our vision is ensuring the health and wellbeing of our community.

Our values are:

Persistence	Integrity	Compassion	Respect	Responsiveness
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### Role Description

This incumbent will work within a Family Centred and Strength Based (customer centred) framework to provide Key Worker and Speech Pathology support to children from birth to 18 years and their families.

Working as a member of the transdisciplinary team, the incumbent learns from and supports 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 meet the communication, language difficulties and complex feeding needs of children with disabilities and developmental delays.

This position contributes to the success of DPV Health by operating as a Speech Pathologist Grade 2 within the BIG Steps team.

This position is responsible to provide centre and offsite therapy for children using the Transdisciplinary Model and providing clinical support and supervision for Speech Pathologists Grade 1.

### Roles Key Accountabilities

#### Service Delivery

- 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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### Transdisciplinary Model

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

- 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.

### **Reporting, System and Analytics**

- Develop, implement and evaluate the effectiveness of paediatric speech pathology programs in partnership with other team members
- Support business development opportunities in the BIG Steps 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
- Actively use and promote the use of DPV Health systems such as TRAK, eCase, VHIMS, MyBookings, ESS, e3, Gemba, Trim and others

### **Financials, Budgets, Target, Funding**

- Identify opportunities to enhance the financial sustainability BIG Steps
- Ensure that all financial transactions are undertaken in line with approved DVP Health policy and delegations
- Consistently meet the BIG Steps billable hours target as part of caseload

### **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.

This position description contains the key roles and responsibilities and associated performance indicators for this position. The above list is not intended to be complete. Other tasks may be assigned from time to time to meet the needs of the organisation. Specific actions and objectives of this role will be outlined through the goal setting and review process.

## **DPV Health Requirements**

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- Current Victorian Drivers Licence
- Disability Worker Exclusion Check
- Travel between sites is required
- Valid Working With Children Check
- Satisfactory Policy Check
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## **Authority**

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

## **Key Selection Criteria**

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### **Qualifications**

- Post Graduate qualifications in paediatric speech pathology and developmental disabilities.
- SWEPP credentialing.
- Ability to write clear, concise and informative reports

### **Experience & Skills**

- Demonstrate DPV Health values of Excellence, Integrity, Compassion, Respect and Professionalism
- Experience or understanding of the relevant funding initiatives including NDIS, HCWA/BS and ECIS
- Knowledge of community support services
- 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.
- Integrity and upholding confidentiality
- 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

## **Employee Acknowledgement**

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I, \_\_\_\_\_, acknowledge I have read and understood this position descriptions and the requirements of my role.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_