

## Position Description

### Speech Pathologist (Paediatric Community Health)

<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- Paediatric Allied Health 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 and Customer Centred Framework to provide a comprehensive centre based and consultative Speech Pathology service to children up to school aged entry who have speech and/or language difficulties.

This position contributes to the success of DPV Health by operating as a Speech Pathologist Grade 2 within the Speech Pathology and Paediatric Allied Health team.

The position is responsible to provide quality Speech Pathology intervention and expertise by working closely with the child, family and other team members in order to best meet the child and family's needs and priorities.

Key deliverables for this role is to provide assessment, planning, treatment, education and management as a Speech Pathologist.

### Roles Key Accountabilities

#### Service Delivery

- Provide a high quality evidence based Paediatric Speech Pathology Service that is co-designed with the family, to meet the needs of the child and family in a manner which respects their rights and confidentiality.
- Work in partnership and collaboration with all those associated with the child/family to provide timely and developmentally appropriate services and support. This may include internal and external health professionals and other community team members (eg. preschool, school and child care staff)
- Assess, and review the child's speech and language skills in order to implement interventions that will address the child/family's needs and priorities.
- Provide quality centre-based individual and group speech pathology services to clients.
- Ensure the standards of the Speech Pathology service provided is based on current best practice in accordance with relevant evidence based Speech Pathology research and the Speech Pathology Australia - Code of Ethics.

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- Share knowledge and skills through participation in *Peer Support and Learning* meetings and community education.
- Identify work processes that are not working to their maximum and present possible strategies for improvement to your Team Leader.
- Embrace innovation and responsiveness.
- 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.
- Act as a resource to staff regarding current issues in Speech Pathology.
- Manage, develop and co-ordinate the provision of language groups and resources as required.
- Provide assistance and support to families to enable them to identify their priorities and make informed decisions.
- Provide the family with appropriate information about other available services that are relevant to the family/child and arrange any referrals requested by the family.
- Ensure client file documentation supports the standards for documentation and the quality improvement requirements within the agency.
- Work with customers and families to minimise the potential for 'Failure to Attend' clinical appointments.
- Participate in DPV Health internal meetings and represent the organisation at external meetings as required.

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

- Develop, implement and evaluate the effectiveness of paediatric speech pathology programs in partnership with other team members.
- Ensure relevant information, statistics and documentation of practice are maintained, collated and recorded within specified timeframes (eg. TRAK progress notes, service statistics, client records and scanned documents).
- 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 Paediatric Speech Pathology services within the organisation
- Actively use and promote the use of DPV Health systems such as TRAK, eCase, VHIMS, MyBookings, iChris, e3 and others.
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### **Financials, Budgets, Target, Funding**

- Identify opportunities to enhance the financial sustainability of the Speech Pathology program.
- Consistently meet individual targets as part of caseload
- Meet and strive to exceed Service Delivery and Waitlist targets as set by DPV Health and/or relevant funding bodies.
- Support business development opportunities in the Speech Pathology service.

- Ensure that all financial transactions are undertaken in line with approved DVP Health policy and delegations

### **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 support and demonstrate 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**

- Current Victorian Drivers Licence
- Valid Working With Children Check
- Satisfactory Policy Check
- Disability Worker Exclusion Check
- Travel between sites is required
- You may be asked to either provide or register for a Medicare and MBS provider number and agree to donate the total amount from this work to DPV Health

## **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**

- A practising member of Speech Pathology Australia with Certified Practising Speech Pathologist status (CPSP).
- Qualifications and/or Knowledge or Experience in paediatric Speech Pathology assessment and intervention and developmental delays/disabilities.
- Continually upgrade skills and knowledge through attending seminars and workshops and reading professional journals and newsletters.

### **Experience & Skills**

- Experience in working as a Speech Pathologist with children up to school age in a community setting that is co-designed with the family, to meet the needs of the child and family in a manner which respects their rights and confidentiality.
- Good communication skills including an ability to work within a team and with other service providers.
- Experience in providing Paediatric Speech Pathology assessment, planning, treatment, education and management.
- Excellent written and verbal communication skills.
- Ability to work independently and respond to a changing work environment.
- Knowledge of Client Directed Care principles and frameworks
- Ability to use initiative to recognise, identify and initiate action in relation to a variety of issues and circumstances.
- Sensitivity to issues related to the provision of services in a community of high cultural diversity.
- Excellent at 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** \_\_\_\_\_