

**ORANA EARLY CHILDHOOD INTERVENTION**

**AND EDUCATION PROJECT INC.**

**Position Description**

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| **Position Title** | Speech Pathologist |
| **Classification** |  |
| **Report to** | OECI Service Manager, Speech Pathology Team Leader |
| **Direct reports** | NIL |
| **Hours** | As per contracted hours FT 37.5 |
| **Conditions of employment** | * Relevant Allied Health tertiary qualifications in Speech Pathology * Speech Pathology Australia Membership * Working with Children Check Clearance * NDIS Worker Check * Knowledge and awareness of OECI Policies and Procedures * OECI Position Description * OECI Employment Agreement * Current Drivers Licence * Covid vaccinations |
| **Award** | Health Professionals and Support Services Award 2020 |

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| **Purpose of Position:** |
| To provide Speech Pathology services as part of a Inter- disciplinary team; to deliver high quality, evidence based ECI services to children enrolled at OECI, their families, and their community.  This will be carried out within the framework of Family Centred Practice. |

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| **Review date:** |
| December 2021 |

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| **Key Responsibilities** |
| Speech Pathology Position:   * Provide person-centred and goal directed supports to NDIS and any other funded participants. * Provide quality Speech Pathology services including but not limited to disability, speech, language, fluency, voice, behaviour, swallowing and mealtime management. * Conduct AAC assessment prescription and intervention, including provision of education for family members, and relevant stakeholders. * Complete Speech Pathology assessments. Interpret, analyse and write reports to share information. * Determine family centred therapy goals and plans, implement intervention and regularly evaluate and complete reviews as required. * Support capacity building opportunities with other staff and student Speech Pathologists. * Contribute to the development, implementation, and evaluation of new models of speech pathology service delivery including telehealth and outreach. * Undertake continuing professional development and maintain registration and supervision requirements. * Bring to the attention of the Management Team any potential risks to yourself, children, their families and community stakeholders. |

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| **Service Delivery:** |
| 1. Possess a sound understanding of the NDIS landscape and the National Guidelines for best practice in Early Childhood Intervention. 2. Families are consulted with effectively and understand the expectations, aims and purpose of OECI. 3. Participate in initial and ongoing assessment and service delivery of children’s needs as they relate to Speech Pathology. 4. Document and discuss assessment results with the child’s family, OECI team and other early childhood professionals as identified by the family. 5. Utilizing the Individual Family Support Plan, develop functional goals for the child as identified by parents and/or outlined in the NDIS plan within 1 month of being allocated as Key Worker. 6. Family service and support plans are developed, monitored and evaluated in consultation with families and respond to identified and agreed needs/goals with consideration to ECEI and NDIS requirements. 7. Interact with families using family centred strengths based and reflective practices. 8. Provide inclusion support to other early childhood services, schools and community   activities which the child attends as requested.   1. Fulfill the role of Key Worker for families as requested and seek supervision and mentoring support through supervision/ mentoring meetings with the Manager/Team Leader or Discipline specific mentor. 2. Provide consultancy support to other Key Workers within individual scope and   experience.   1. Prepare and deliver education and information for parents/carer's and other   professionals as required.   1. Provide services that meet the individual needs of each child and family in a respectful   way that supports their cultural and/or religious needs.  13. Effectively manage and maintain client caseload and bring to the attention of the  Service Manager/Speech Pathology Team Leader any issues relating to this e.g. reduced  capacity or increased capacity for service provision.  14. To consistently achieve an average/minimum target of 70% billable productivity, with at  least 50% of this time being face to face.  15. To use clinical and evidence based decision making to determine the types, frequency  and level of service required for each individual child and/or family and discuss this as  needed with the Service Manager & Speech Pathology Team Leader.  16. Bring to the attention of the OECI Service Manager any child protection concerns or  issues.  17. Consult with other team members, service agencies providing services to families to  support, compliment and co-ordinate approaches to service delivery.  18. Contribute to service delivery and development initiatives.  19. Contribute to OECI’s Strategic and Actions plans and their implementation.  20. Regularly communicate with the Service Manager & Speech Pathology Team Leader. |

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| **Information Management:** |
| 1. Ensure appropriate administrative and client records are kept in accordance with OECI’S processes and procedures. 2. Contribute to team progress reports as requested by the Key Worker or Centre Management within a reasonable timeframe, if this is not possible due to short notice provided, this needs to be communicated to the relevant staff member. 3. Adhere to the OECI privacy and confidentiality policy at all times. |

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| **Team Participation:** |
| 1. To actively participate in the OECI team, contribute and abide by the OECI team values to ensure a cohesive working culture. 2. Demonstrate an ability to work in collaboration with the Trans-disciplinary team using the Key Worker model of service to support children and their families. 3. Collaborate and communicate with other team members in a respectful manner. 4. Work in partnership with other staff to provide coordinated early childhood intervention services. 5. Attend and participate in staff discussions, staff and family meetings. 6. Participate in OECI staff service planning and reflection meetings to evaluate current service delivery models and bring potential new and innovative ideas of service delivery models. 7. Bring to the attention of the Service Manager or Business Manager any concerns regarding work health and safety and risk in relation to service provision, building and equipment. 8. To actively participate and be responsible for the general tidiness and cleanliness of the OECI building and cars. 9. Provide effective consultancy advice to Inter-disciplinary team related to own discipline and experience. 10. Seek consultancy advice from team members from other disciplines |

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| **Accountability:** |
| 1. Ensure that service reports for the delivery of services are completed and forwarded to families (if requested), following each session/day or no later than the end of the working week. 2. Ensure appointment schedule in full in the Echidna CRM system are up to date on a daily basis to reflect ALL billable and non-billable time. 3. Ensure that the timesheet section of the Echidna CRM system is completed by the end of each working week to ensure billing/claiming processes can be completed by the Office Manager. 4. Ensure own work is completed and recorded in a timely fashion. 5. Ensure familiarity with, and act in accordance with all OECI policies and procedures paying particular attention to family centred practice, confidentiality, conflict of interest, privacy, child protection, complaints and feedback. 6. Maintain and keep up to date appointments schedule and timetable requirements in Echidna CRM at least 1 week in advance. 7. Notify the Office Manager/ Service Manager of any absence via phone call as early as possible – at least 1 hour prior to the first appointment of the day. 8. Maintain confidentiality and privacy related to staff, BOM members, children and families at all times. 9. Contribute to the continuous development of a high quality service. 10. Be aware of all WHS responsibilities. 11. Maintain internal & external working relationships. |

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| **Community Participation:** |
| 1. Contribute to the development of community awareness of the needs and rights of all children particularly children with a disability, facilitate and promote inclusion in community. 2. Cultivate positive relationships with community groups and professional networks. 3. Maintain a positive professional reputation and act as an ambassador for OECI. 4. Participate in the delivery of educational talks to community groups and parents. |

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| **Professional Development and Participation:** |
| 1. Participate in annual performance appraisal. 2. Participate in regular supervision and support meetings as negotiated with the service Manager & Speech Pathology Team Leader. 3. Participate in professional development opportunities as appropriate and identify professional development needs on an ongoing basis. 4. Ensure all requirements are met for continuing professional development as per relevant professional body and that all registrations are maintained as necessary. 5. Develop skills in trans-disciplinary and key worker practices. |

I have read and understood this position description.

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