

POSITION DESCRIPTION

Position:	Speech Pathologist
Classification:	Grade 2
Location:	Djerriwarrh Health Services
Award Classification:	Health Professional Services – Speech Pathology
Reports to:	Manager Community Health, Health Promotion & Dietetics
Date of Review:	January 2010

Djerriwarrh Health Services incorporates the Bacchus Marsh and Melton Regional Hospital, Bacchus Marsh Community Health Centre, Melton East Community Health Centre, Melton Community Health Centre, Melton Health and Grant Lodge Residential Care. The catchment area of Melton and Moorabool shires has a population of 120,000.

PURPOSE OF THE POSITION:

- To provide a high quality speech pathology service across DjHS community health services.
- To provide appropriate assessment, treatment and management for all paediatric clients referred for speech pathology services.
- To be involved in supervising speech pathology students.
- To participate in the delivery of Speech Pathology related education programs to relevant groups and potential referral agencies within the catchment area.

QUALIFICATIONS:

- Tertiary qualifications in Speech Pathology
- Eligibility for membership to Speech Pathology Australia
- Current drivers licence, Police Check and Working With Children Check

REPORTING RELATIONSHIPS:

- Manager Community Health, Health Promotion & Dietetics
- Director Allied Health through Manager Community Health, Health Promotion & Dietetics
- Chief Speech Pathologist (professional management)

SPECIFIC DUTIES AND RESPONSIBILITIES:

The Speech Pathologist will:

- Provide appropriate assessment, treatment, referral and care management for all paediatric clients referred for speech pathology services, in accordance with relevant guidelines, protocols and evidenced based practice.
- Work collaboratively with Speech pathology services at Melton Health and external paediatric service providers to ensure client focused approach to care.
- Participate in regular supervision / coaching and actively seek relevant professional development opportunities
- Participate in supervision of speech pathology students.
- Promote DjHS speech pathology services to clients, families and service providers within the catchment and the wider service system.
- Participate in relevant quality improvement / service development activities.
- Maintain accurate client records in line with professional and DjHS standards
- Manage data reporting and daily statistical reporting according to DjHS and Department of Health (DoH) requirements
- Maintain professional standards in accordance with Speech Pathology Australia
- Develop and maintain effective networks with Speech Pathology professional groups and special interest groups for the purpose of peer review and support

General Position Requirements

Occupational health and Safety

Each employee has the right to a safe working environment and s/he should advise their Manager of any risk or condition likely to result in accident or injury. Each employee has the responsibility to ensure their own health and safety and to co-operate with DjHS's procedures as well as participating in appropriate safety education and evaluation activities. Djerriwarrh Health is a Smokefree workplace.

Infection Control

Each employee has a responsibility to minimize exposure to incidents of infection/cross infection of patients, clients, residents, staff, visitors and the general public. This minimization can be most effectively achieved by all staff adhering to the procedures as set out in the organisation's Infection Control Manual.

Quality Improvement

Each employee has a responsibility to participate and commit to ongoing quality improvement activities using the relevant accreditation framework.

Workplace Harassment and Bullying

Djerriwarrh Health Services adopts and applies the Victorian State Government Code of Conduct. Each employee has the right to a work environment free from any form of workplace harassment and bullying. From an employee's orientation and throughout their employment, each employee must apply DjHS's procedures and participate in appropriate education and training.

DjHS' Standing Orders and Procedures

DjHS' Standing Orders and Procedures are fully set out in the Procedure manuals located throughout the organisation. It is the responsibility of each employee to familiarize themselves with these Manuals.

Confidentiality Policy

Each employee has a responsibility to comply with the organisation's Confidentiality procedure as it is a condition of employment. Any breach of the Confidentiality

Procedure will result in disciplinary action and/or dismissal under the conditions of the Health Services Act (Vic).

PERFORMANCE REVIEW

A regular review will be conducted by the Manager Community Health, Health Promotion & Dietetics and the Chief Speech Pathologist, based on an assessment of a previously agreed Performance Development Plan.

Dated this day of

Speech Pathologist

Manager Community Health,
Health Promotion & Dietetics

SELECTION CRITERIA

- Tertiary qualifications in Speech Pathology & eligibility for membership of Speech Pathology Australia
- Current driver's licence, police check and working with children check
- Experience in management of paediatric clients in community based settings
- Ability to develop and maintain effective service and referral relationships with internal and external staff relevant to speech pathology clients
- Ability to work as a member of a multidisciplinary allied health team
- Excellent organisational, time management and communication skills
- An understanding of and commitment to continuous quality improvement & professional development
- Ability to supervise speech pathology students
- Understanding of relevant guidelines regarding confidentiality, infection control and human resources