



## Position Description

### Speech Pathologist 1.0 EFT

<b>Staff Member:</b>	VACANT
<b>Location:</b>	Based in Kerang, providing services across Gannawarra Shire and northern end of Loddon Shire.
<b>Job Status:</b>	Full Time Position conditional on funding
<b>Award:</b>	VICTORIAN STAND ALONE COMMUNITY HEALTH CENTRES ALLIED HEALTH PROFESSIONALS ENTERPRISE AGREEMENT 2021-2022
<b>Payrate Classification:</b>	Dependant on experience.
<b>Employment Classification:</b>	Grade 1, Yr 1
<b>Hours per fortnight:</b>	80 hours including ADO
<b>Position Created:</b>	October 2001
<b>Last Review:</b>	November 2023
<b>Next Scheduled Review:</b>	November 2024

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<b>Line of Management:</b>	
<b>Reports To:</b>	Chief Executive Officer GM – Programs & Services Allied Health Team Leader
<b>Supervises:</b>	Nil
<b>Internal Liaisons:</b>	GM - Corporate Services Team Leaders All NDCH Staff
<b>Education, Qualifications &amp; Experience:</b>	
	<ul style="list-style-type: none"> <li>• Qualified Speech Pathologist as recognised by Speech Pathology Australia.</li> <li>• Training in and understanding of the Victorian Early Years Learning &amp; Development Framework. Training may be provided by NDCH if not already attained.</li> <li>• Experience working within the NDIS</li> </ul>
<b>Key Selection Criteria:</b>	
	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in Speech Pathology as recognised by Speech Pathology Australia</li> <li>• Current drivers licence.</li> </ul> <p><b>Preferred</b></p> <ul style="list-style-type: none"> <li>• Experience in providing client and family centred evidence based Speech Pathology services, including thorough care planning.</li> <li>• An understanding of confidentiality and infection control.</li> <li>• Ability to work collaborative within a multidisciplinary team.</li> <li>• Highly developed problem solving, interpersonal and communication skills.</li> <li>• Member of Speech Pathology Australia. The ability to work with a wide range of people from all sectors of the community.</li> <li>• A demonstrated ability to work independently and co-operatively with team members.</li> </ul>
<b>Purpose of this Position:</b>	
	<ul style="list-style-type: none"> <li>• To provide speech pathology services within their individual scope of practice for a range of funding and service guidelines including but not limited to: the Victorian Department of Health; My Aged Care; NDIS; fee for service; including goal setting, assessment, therapy and evaluation to the community (including NDIS Participants) as part of an interdisciplinary team.</li> </ul>
<b>Responsibilities Specific to this Position:</b>	
	<ul style="list-style-type: none"> <li>• To provide high quality care that is effective, person-centred, safe and connected.</li> <li>• To promote good health and wellbeing in the communities covered by NDCH.</li> <li>• To actively participate in a multi-disciplinary team approach to supporting clients.</li> </ul>

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- To contribute to a team environment amongst the staff at NDCH, which is commensurate with providing high quality health care for the community.
- To evaluate effectiveness of service provision in meeting client needs.
- To undertake a thorough assessment in consultation with presenting clients, to determine appropriate service provision.
- To plan for, and implement, individual speech pathology plans for clients attending in cooperation with other Speech Pathologists.
- To provide input to the NDCH Speech Pathology team and the Executive Team towards planning for the delivery of Health Promotion and Early Intervention services including speech pathology services in the area.
- To refer, as appropriate, those clients who can additionally or alternatively, be assisted by other service providers either within or outside NDCH.
- Foster and maintain collaborative relationships with early education providers.
- Health Promotion will be an integral component of all activities.
- To provide reports as required including statistical information.
- To participate in on-going education and training.
- To respect at all times the rights of clients to confidential care as listed in the Clients Rights Policy.
- To participate in clinical supervision and reflective practice opportunities.
- Entering data into the client management system to ensure statistical data and invoicing are accurate and timely.
- Formulating, recording and managing individual care plans for all clients, including those participating in therapeutic groups.
- Delegate to and supervise Allied Health Assistants, to carry out tasks within their professional scope of practice.
- Be involved with Speech Pathology student placements.
- Supervise school based work experience students.

#### Organisational Responsibilities:

- Keep accurate records of the program deliverables as set out in any funding agreement NDCH may hold with the funder and support the provision of this data in a timely fashion.
- Apply the NDCH risk management framework to all areas of your work, ensuring assessment of risk both within your clinical work and as an employee of NDCH is carried out to minimise as far as is practicable risks that arise.
- Apply the principles of working within a diverse workplace and with a diverse community, applying the fundamentals of the NDCH Diversity Policy, the Charter of Human Rights, and the United Nation's Convention on the Rights of the Child.
- To always work within the NDCH culture, encouraging and supporting other staff to do so as well.

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- To comply with NDCH Codes of Professional Conduct & Ethics.
- All qualified and Nationally Registered professionals are to respect and act in accordance with the laws of the jurisdictions in which they practice. Any professional bodies Codes of Conduct/Ethics/Standards should be interpreted with reference to these laws. The Codes/Standards should also be interpreted with reference to the organisational rules and procedures to which professionals may be subject. The code is not a substitute for requirements outlined in the National Law, other relevant legislation, or case law. Where there is any actual or perceived conflict between the code and any law, the law takes precedence.
- To actively participate, as part of an inter-disciplinary team, in a cooperative manner to enhance the team functioning including in Team Meetings.
- To work within a continuous quality improvement framework and support the agency's quality review processes, including internal systems auditing.
- To participate in annual professional development, including review of position description.
- In keeping with the principles of the Victorian Government's Child Safe Standards, embed within NDCH an organisational culture of child safety through effective leadership, and to always perform duties of this role within those standards.
- To be knowledgeable of and work within the suite of policies and procedures of NDCH, as well as NDCH's vision, mission and values.
- Be supportive of the broader NDCH team and encourage problem solving when issues arise within the culture of NDCH.
- Maintain a congenial, respectful working relationship with all colleagues as per the NDCH culture.
- If you disagree with Management on work-related policy, direction or activities, discuss your concern with your Team Leader in an appropriate setting.
- Contribute as a member of a multidisciplinary group to the success of your team
- Attend meetings and contribute to decision making and problem solving.
- Inform your Team Leader of emerging issues that relate to you and your teams role function, advising them of your management of caseloads and job tasks towards achieving program targets.
- Provide reports and documentation to Team Leaders as requested.
- To perform any other duties as delegated by Management or Team Leader as relevant to your position and scope of practice.

#### **Health, Safety & Wellbeing:**

- All NDCH staff have a responsibility to ensure their conduct and behaviour towards clients protects the client's safety and wellbeing at all times.
- It is your duty to take reasonable care of the safety and health of yourself and other persons who may be affected by your acts or omissions in the work place.

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- NDCH is an equal opportunity employer. NDCH is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.
- All NDCH sites are smoke free workplaces.
- NDCH promotes respectful relationships and gender equality within the workplace and in our communities.
- NDCH has a culture of zero tolerance of violence, especially against vulnerable people, children and women, and takes an active role within the workplace and the community to promote this stance.

#### **Mandatory Information, Checks & Training:**

##### **COVID-19 Vaccination Status**

NDCH is required, under the Victorian Government's Mandatory Vaccination Directions, and as set out in NDCH Policy – Personnel COVID-19 Vaccination, to collect, record and hold current vaccination information about all personnel. These directions include not permitting any personnel who are unvaccinated and do not have an authorised exemption from COVID-19 vaccination onto the premises.

##### **Drivers Licence**

All staff are required to have and maintain a valid driver's licence. Any conditions on your licence should be indicated in your application. Any change to the conditions of your driver's licence whilst employed must be communicated to Management as soon as possible.

##### **National Police Check:**

Appointment and ongoing employment is subject to a satisfactory National Police Check. This is mandatory for all Employees.

All personnel of NDCH are required to notify Management as soon as possible of any criminal conviction.

##### **International Police Check:**

If the applicant has lived overseas for twelve (12) months or more in the last ten (10) years, an International Police Check will be required before commencing in this role.

All staff are required to sign a statutory declaration in regards to ever having, since the age of 16 years, been a citizen or resident of any countries other than Australia and been convicted of murder or sexual assault or convicted of and sentenced to imprisonment for any form of assault.

##### **Working with Children Check (WWCC):**

It is a requirement of NDCH that all employees undergo a Working with Children Check in accordance with the Working with Children Act 2005 (amended 2016).

##### **Child Safe Standards Training**

All staff are required to undertake the Child Safe online module with the Centre for Excellence in Child and Family Welfare to gain the knowledge and skills necessary to

embed the child safe standards into their practice. This will be undertaken after commencement in your role with update opportunities made available.

### **Family Violence Training**

NDCH provides training opportunities for staff under the Strengthening Hospital Responses to Family Violence and, for those staff who work 1:1 with clients, Child (CISS) and Family Violence Information Sharing (FVISS) Schemes.

All staff of NDCH are required to complete (or have completed) all training in family violence as relevant and appropriate to their role and to work within the scope of the Family Violence and Child Information Sharing Schemes as legislated in Victoria.

### **NDIS**

For those staff providing NDIS supports:

Victoria has a 'no clearance, no start' approach to the NDIS Check. This means that a person is prohibited from being employed or otherwise engaged by a registered NDIS provider like NDCH in a risk assessed role unless the person has an NDIS Clearance or is "subject to a transitional arrangement".

Those staff working in specific disability services (NDIS) are required to undertake any training to understand and meet their obligations under the NDIS Practice Standards and other NDIS rules.

For all staff:

All staff working for an organisation such as NDCH that provides disability services are required to sign their commitment to work within the NDIS Quality & Safeguards Commission Code of Ethics, even if their role does not require them to provide specific disability supports.

### **Signed in Acknowledgement:**

<b>Employee:</b>		/ /20
<b>Manager:</b>		/ /20

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