

Employee Position Description Template

| Position Details | | | | |
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| Position Title: Speech Pathologist Grade 2 | | Department: Allied Health & Chronic Disease | | Agreement: Victorian Stand-Alone Community Health Services (Allied Health Professionals) Multiple Enterprise Agreement 2022-2026 |
| Reports To: Allied Health Manager Yarra and Boroondara | | Location: Predominately based at Hawthorn and Richmond, with ability to work from all sites | | |
| Direct Reports: Nil | | Employment Status: <i>Fixed Term 08.-1.0FTE 12 months May 26- April 27</i> | | Classification: Grade 2 (Year dependent on experience) |
| Position Primary Purpose | | | | |
| <p>The Speech Pathologist (Grade 2) will provide client centred Speech Pathology services to adult clients as part of a multi-disciplinary allied health team servicing the Boroondara, Manningham and Yarra local council areas. The Grade 2 role is supported by a Grade 3 Senior Clinician Speech Pathologist.</p> <p>This position will hold a clinical caseload and provide Speech Pathology services to a range of clients 18 years and older with complex, chronic and lifelong conditions including but not limited to: progressive neurological disease, acquired brain injury, aged care and palliative care, as appropriate for community-based services. The Grade 2 Speech Pathologist will be proficient in delivering assessment and intervention in the areas of cognition, swallowing and communication, utilising a range of evidence-based resources. Services will be delivered using a client-centred approach, delivered in the clinic or client's home, with group-based interventions and telehealth being utilised as required.</p> <p>Clients referred to the Speech Pathology Service are currently seen under a variety of funding streams, including but not limited to: Community Health, Commonwealth Home Support Program (CHSP), Home and Community Care (HACC), Support at Home, National Disability Insurance Scheme (NDIS) and Private Fee for Service.</p> <p>This position reports to the Allied Health Manager Yarra and Boroondara and will receive clinical supervision via the Grade 3 Senior Clinician Speech Pathologist. The Grade 2 Speech Pathologist will work closely within the Speech Pathology and broader multidisciplinary allied health team to continually develop the service to best meet client needs, through participation in regular professional development and quality improvement activities.</p> <p>The successful candidate will be confident in working and managing a varied caseload autonomously, including liaison with clients, carers, care managers, support coordinators and other health professionals, with support from the Grade 3 Senior Clinician as required.</p> | | | | |
| Decision Making Authority | | | Key Relationships | |
| <i>This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.</i> | | | | |
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| <p>Decisions made independent of Manager</p> <p>In accordance with the organisation's Delegation of Authority</p> <ul style="list-style-type: none"> Decisions relating to clinical service delivery, unless significant risk to the Client or staff is identified where clinician is not familiar with standard practice or management of this risk | <p>Internal</p> <ul style="list-style-type: none"> Allied Health Multidisciplinary and Chronic Disease Care teams Speech Pathologists and Allied Health Assistants Senior Clinician Speech Pathology Allied Health Manager Senior Manager Allied Health & Chronic Disease Service Connection & Customer Service Teams Colleagues in Mental Health, Child & Family, Dental, Medical and Community services teams <p>External</p> <ul style="list-style-type: none"> Referrers – e.g. Case Managers, Hospitals, GPs, MAC, specialist services Tertiary Institutions NDIS Stakeholders including Support Coordinators, Care Managers Aged Care Stakeholders including Assessors, Care Managers |
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| Key Accountabilities | |
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| Focus Areas | Responsibilities |
| <p>Provision of Clinical Services</p> | <ul style="list-style-type: none"> Work within professional scope of practice and service capability to provide timely, evidence-based and acceptable clinical care to clients of the Speech Pathology service Optimise client's physical and mental health and social wellbeing through promotion of multi-disciplinary care and linkage to relevant community services and programs Engage with clients and carers to support self-management and goal directed care planning Delegate appropriate clinical and administrative tasks to allied health assistants Maintain privacy, confidentiality and compliance with electronic health record documentation and administrative requirements of funding streams, and relevant Access Health & Community policies and procedures Ensure all data recording and reporting is completed in a timely and accurate manner. Meet key performance indicators as mutually agreed with manager and in line with Access Health & Community strategic plan |

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| Key Accountabilities | |
|---|---|
| Focus Areas | Responsibilities |
| | <ul style="list-style-type: none"> Comply with infection prevention and control standards in accordance with Access Health & Community's Infection Control policy and procedures |
| Professional Development | <ul style="list-style-type: none"> Demonstrate commitment to continuous professional development (CPD) and quality improvement relevant to work at Access Health & Community, and maintain membership with Speech Pathology Australia Proactively identify own educational and learning needs, seeks information from a wide range of sources and support evidence-based service delivery. |
| Clinical Supervision and Workplan Review | <ul style="list-style-type: none"> Actively participate in Clinical Supervision and Clinical Support Framework at AccessHC Develop and maintain Scope of Practice and Competency requirements relevant to the role Actively participate in annual work plan and KPI review |
| Contribution to Allied Health Multi-Disciplinary Team and Speech Pathology Team | <ul style="list-style-type: none"> Develop effective collaboration with both the multidisciplinary team and Speech Pathology teams to enhance clinical outcomes of clients Contribute to meetings, case conference and secondary consults with colleagues as part of multi-disciplinary care Contribute to continuous quality improvement relevant to Allied Health MDT and Speech Pathology service |
| Student Supervision | <ul style="list-style-type: none"> Contribute to the delivery of practical placements and supervision of Speech Pathology students, and other Allied Health students, as required |
| Governance and Compliance | <ul style="list-style-type: none"> Act in accordance with AccessHC's policies, procedures and code of conduct Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position Participate in mandatory training requirements to support the delivery of a safe and effective service |
| Workplace Health and Safety | <ul style="list-style-type: none"> Act in accordance with health and safety policies and procedures at all times All staff are required to take reasonable care for their own health and safety and that of other personnel that could be affected by their conduct |
| AccessHC Values | <ul style="list-style-type: none"> Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Respect, Innovation and Quality |

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| Selection Criteria | |
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| <p>Mandatory Selection Criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check (<i>mandatory if lived/work o/s in past 10 yrs</i>) • Working With Children Check • NDIS Worker Screening Check • Professional Registration with Speech Pathology Australia • Medicare Registration Provider Number • Driver's Licence • First Aid and CPR • COVID Vaccination <p>Key Selection Criteria items</p> <ul style="list-style-type: none"> • Tertiary qualifications in <i>Speech Pathology</i> • Speech Pathology Australia Membership (or eligibility for) • Minimum of 2 years' experience in a <i>Speech Pathology</i> role within a <i>Community Health, Hospital or private practice</i> environment • <i>Demonstrated experience in the provision of Speech Pathology services within a community-based area of practice such as progressive neurological diagnosis, acquired neurological conditions, chronic disease or age-related conditions</i> • <i>Demonstrated ability to work independently as a Speech Pathologist and collaboratively within a multi-disciplinary service</i> | <p>Attributes</p> <ul style="list-style-type: none"> • <i>Demonstrated ability to function as part of a multidisciplinary team</i> • <i>Strong communication and interpersonal skills</i> • <i>Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds</i> • <i>Understanding of contemporary health landscape and funding models relevant to community health and fee for service activity is desirable but not essential</i> • <i>Commitment to continuous quality improvement and health promotion principles</i> • <i>Demonstrated ability to build and maintain an engaged and positive team culture</i> • <i>Proficiency with electronic health record systems (such as TrakCare) and Microsoft Office programs (Word, Excel, Outlook and PowerPoint)</i> • <i>Effective time management and prioritisation skills</i> • <i>Well-developed presentation and report writing skills</i> • <i>High level of accuracy and attention to detail</i> • <i>Strong analytical and problem-solving skills</i> • <i>Demonstrated ability to work in a team environment</i> • <i>Demonstrated behaviours consistent with AccessHC values</i> |
| <p>Access Health and Community (AccessHC) is a child safe organisation that values inclusivity and diversity, encouraging applications from people with disabilities, those with lived experience of mental health or AOD challenges, and individuals of diverse genders and sexualities.</p> <p>In line with our intent for inclusion and equality, we strongly encourage applicants from Indigenous Australians. AccessHC's commitment to our Reflect Reconciliation Action Plan seeks to understand and acknowledge histories and support cultural expression in the workplace.</p> <p>We are a vaccine-positive organization. Successful applicants will undergo a Working with Children Check, Police Check, and possibly an International Check.</p> | |

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| Authorisations | |
|---|--|
| Employee Name: Signature: _____ Date: / / | Manager Name: Signature: _____ Date: / / |

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