

POSITION DESCRIPTION

SPEECH PATHOLOGIST

Division:	Specialist Services
Department:	Therapy Services
Job Profile:	SPS Level 7-8
Award:	Health Professionals and Support Services Award
Classification or Salary Band:	Health Professional, Level 1
Reports To:	Senior Manager – Disability

About Us

Ability Options is a not-for-profit organisation that is characterised by a strong Vision, continuous Mission, and universal Values. We keep the people we support at the centre of our hard work by providing Disability and Employment services across NSW. We offer vulnerable people high-quality services that foster their wellbeing and inclusion in the community. We pride ourselves on delivering a person-centred approach, highlighting people's right to both choice and self-determination. We have a passion to make an impact on people's lives. We champion all people to achieve their aspirations and goals, ensuring they are included in their chosen community and have access to a range of opportunities.

The Ability Options workplace is a safe and diverse environment that encourages strong leadership and innovation. People are our greatest asset, as our services create experiences and opportunities for our customers. Our personalised and responsive support is rewarding not only for people using our services, but also for our employees. We work alongside partners who share and exercise our Values of Trust, Inclusion, Respect, Courage and Leadership. Whether it is providing employment opportunities, giving work experience, or assisting people to live in various scenarios, we provide meaningful experiences, and inclusion for everyone.

Our Values



INCLUSION

We **embrace, encourage** and support **diversity** in everything we do



LEAD

We are a sector and service leader by **innovating, improving, and partnering** with others



COURAGE

We **act** on our **values** ensuring they are central to everything we do



RESPECT

We treat our participants, their families, communities, partners and each other with **dignity, appreciation, and recognition**



TRUST

We deliver on our promises, encourage feedback and work with **honesty and openness**

Primary Purpose

The purpose of this position is to deliver best practice speech pathology services in order to support participants with their goals for participation and independence. Speech Pathologist will be working with participants across the lifespan including, school aged children, young people and adults delivering service in line with early intervention guidelines and supporting function goal setting using outcome measures.

Speech Pathologist is required to provide specialist advice and training to people, their families and support networks to achieve participant goals, utilising a variety of therapy networks, including transdisciplinary and interdisciplinary methods.

Key Accountabilities

Application of Organisation/ Sector Knowledge:

- Understand Ability Options' strategy and the contribution of this role to its success.
- Maintain comprehensive knowledge of Ability Options infrastructure and internal services.
- Maintain up to date understanding of NDIS structure, policies, programs and procedures implication for the role.
- Maintain a working knowledge of:
 - Person centred practices and philosophies
 - Speech Therapy support best practice
 - Disability Service Standards and
 - Disability Inclusion Act 2014 and Disability Service Standards

Planning:

- Plan activities to maximise customer satisfaction and cost efficiency.
- Prepare workshops and individual sessions and carry out details of projects, programs and services.
- Developing therapy plans, assessments and programs for participants with complex needs.
- Providing therapy support to a variety of people, and working across different environments, such as telehealth, at their homes, day programs, schools, workplaces and in the community.

Teamwork/Leadership and Culture:

- Be an effective and participatory team member by performing work that aligns with the mission, vision and values of Ability Options. This includes adopting a person-centred approach and demonstrating accountability, empowerment, cross-functional, continuous improvement, be proactive and transparent.
- Trains and coaches direct service providers, volunteers and students, as well as fellow colleagues to demonstrate leadership of Ability Options values within the workplace.

Communication:

- Maintains effective internal and external relationships with key stakeholders.
- Records detailed outcomes in a timely manner.
- Communicates and collaborates with stakeholders to effect best possible outcomes for the clients.
- Understands if and when to escalate problems to the relevant stakeholder in a timely manner.

Service Excellence:

- Provide services within professional standards and relevant policy, legislative, regulatory and ethical requirements.
- Provide services that are aligned with best practice and demonstrate innovative clinical practice models.
- Deliver services which meet agreed outcomes.
- Deliver consistent, seamless service excellence that ensures customer satisfaction.

- Recognise and support appropriate referrals for services to both internal and external service providers (eg Specialist mental health services, home modification services etc).
- Manage and resolve complaints according to procedure.
- Delivers services which engage the community and meet service delivery expectations.
- Work collaboratively toward agreed outcomes and provide reviews and reports where required.
- Work collaboratively with the Senior Staff for clinical support and guidance around best practice, assessment and intervention.

Quality- Continuous Improvement:

- Manage a caseload within the guidelines for best practice Speech Therapy services.
- Assess, diagnose, provide recommendations, monitor and evaluate participants regarding goals and functions impacting on a persons functioning.
- Service delivery is to be in accordance with the Speech Therapy practice Standards and Guidelines.
- Understands organisational process, escalation procedures as well as quality principles and is able to apply organisational improvement methods as an individual or within team based projects.
- Participate in reviews of service delivery model, professional practices and therapy interventions.

Financial Sustainability:

- Identify opportunities to enhance cost effectiveness, efficiency and effectiveness of services and processes.
- Maximise cost efficiency and deliver on agreed financial outcomes including maintaining billable hour targets.
- Works with Manager to identify and acquire financially sustainable service opportunities.
- Ensure all Ability Options products/ services provide 'value for money' and do not pose a risk to financial sustainability.

Risk Management/ Compliance/ WHS:

- Ensure Ability Options' Risk Management Framework is applied to all activities and risks mitigated.
- Ensure compliance with all quality, contractual and legislative obligations.
- Ensure all operations are conducted safely.
- Ensure all activities consider and promote the physical and psychological safety of the Ability Options People and other stakeholders.
- Proactively identifies WHS concerns and takes measures to reduce the risk and work collectively to continuously reduce risks in the work environment.

Position Dimensions

Freedom to Act is subject to Delegation Policy, relevant legislation, regulations, Ability Options policy and procedures and in conjunction with the CEO.

Exercise judgement and initiative.

Financial delegations as per Ability Options policy and within agreed budgets.

Key Relationships

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| • Senior Leadership Team | • Parents, families and guardians |
| • Manager | • Government agencies including public and private education systems and pre-schools |
| • Employees, contractors, volunteers and students | • Allied Health Professionals |

- Individual persons
- Customers
- NDIS Quality and Safeguards Commission

ESSENTIAL CRITERIA

- Relevant tertiary qualification in Speech Pathology.
- Eligibility for membership to Speech Pathology Australia (SPA).
- Knowledge of Keep Them Safe Guidelines and mandatory reporting requirements.
- Knowledge of Disability Inclusion Act, National Disability Insurance Scheme and current reform in the disability sector.
- Demonstrated ability to complete speech pathology assessments for participation and independence when working with people with complex needs.
- Demonstrated ability to develop plans and programs for individuals with complex needs.
- High level communication skills and knowledge including reports and progress notes to a professional standard.
- Ability to work with participants across the lifespan including early intervention, school aged children, young people and adults.
- High level interpersonal and relationship building skills to work effectively within the disability sector.
- Current Working with Children and NDIS Workers Check.
- Current Drivers License (minimum P2).

General Attributes:

- Adaptable and resilient to respond to changing business needs, conditions and work responsibilities that achieve successful outcomes.
- Strategic thinker and ability to collaborate in the design and implementation of a regional strategic plan.
- Outcomes focussed, deliver results and take personal responsibility for the quality, achievement of outcomes and quality of work.
- Effective communication (written and verbal) and be able to convey and adjust ideas and messages in an appropriate manner.
- Highly customer focussed and able to collaboratively build and maintain relationships with internal and external stakeholders.
- Highly organised, self-motivated and ability to effectively manage multiple tasks, priorities and business needs that achieve quality results.
- Outstanding interpersonal relationship building and employee coaching and development skills.
- Demonstrated ability to maintain and improve systems and processes.
- Extensive understanding of NDIS Practice Standards.
- Extensive knowledge of CRM systems and processes.
- Demonstrated ability to lead teams to success.
- Excellent communication skills demonstrating proficiency both in written and verbal communication.
- Demonstrated ability to deliver effective and innovative strategies focused on continuous improvement.

To be suitable and successful in this role you will need to be able to demonstrate the following attributes:

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| • Team orientated | • Committed to continuous improvement |
| • Excellent communicator – good listener | • Transparent and honest |
| • Flexible and adaptable | • Dependable |

DESIRABLE CRITERIA

Knowledge of assessments and therapy and knowledge of restrictive practices legislation.

COMPLIANCE REQUIREMENTS

DOCUMENT	REQUIRED	OTHER RELEVANT INFORMATION
NDIS Worker Check	Yes	
Police Check	No	
Working With Children Check (NSW)	Yes	
First Aid Certificate (min. HLTAID011)	Yes	
Driver Licence (NSW – minimum P2)	Yes	
Motor Vehicle Registration Documents	Yes	
Comprehensively Insured Vehicle	Yes	
Professional Qualification	Yes	If yes, please specify: Speech Pathology Australia & Degree

SIGN OFF

Employee Name:		Signature:	
Date:			

VERSION CONTROL

PD DEVELOPED BY:	Melina Lawler – Senior Manager – Disability
PD APPROVED BY:	Karen Newman – General Manager Specialist Programs
REVIEWED BY HR:	Barinder Jandu – Manager – Talent Acquisition
PD EFFECTIVE DATE:	July 2026