

**JOB DESCRIPTION**

<b>Job Title</b>	Speech Pathologist
<b>Department</b>	Therapy
<b>Responsible to</b>	Operations Manager
<b>Responsible for (if applicable)</b>	NA

**Overall Purpose and Aim of Role:**

To provide a full range of Speech Pathology services to Allied Outcomes clients in a person centred manner.

**CORE RESPONSIBILITIES**

- Provide Speech Language Pathology services, including communication and mealtime assessment, intervention, training and reviews in response to identified client needs in a person-centred manner.
- As part of your Speech Language Pathology services provide relevant consultative services, which may include carer or family support and training in your area of expertise.
- Reporting, including formal reports, data information and other required information under NDIS, and Child Safety frameworks.
- Contribute to ongoing development of clinical services in Allied Outcomes in a continuous improvement framework.
- Ability to meet reasonable industry Key Performance Indicators (KPIs)

**GENERAL RESPONSIBILITIES**

- To maintain strict confidentiality in relation to the work undertaken and ensure that all confidential material is stored in safely.
- Respond sensitively and professionally to the participants and their families and carers who are clients of Allied Outcomes.
- Be culturally aware and competent and respond accordingly when dealing with staff, participants and families and carers with different cultural backgrounds.
- Keep the Operations Manager and State Director informed of work in progress and inform them immediately of any serious complaint.
- To work to deadlines and respond in a flexible way to the changing demands of Allied Outcomes work, including ensuring that Allied Outcomes clients are responded to promptly and professionally.
- To ensure strict compliance with Key Assets procedures and standards.
- To be aware of and adhere to policies and procedures set down by Allied Outcomes and Key Assets, which are appropriate to the position.

**Additional Duties**

- The post holder will be expected to demonstrate the Key Assets’ Purpose and Pledges
- The post holder will be expected to undertake any training and development deemed necessary for the pursuance of the post.
- The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use Company electronic systems effectively
- The post holder will be expected to ensure compliance with Equal Opportunities Policy and Procedure in all employment practices.
- The post holder will be expected to work in a manner which is inclusive of all employees and stakeholders, which includes Aboriginal and Torres Strait Islander’s, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds.
- The post holder will be expected to comply with the no smoking policy in place and ensure that Health and Safety is observed in the course of employment
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping Senior Management informed of work in progress and inform Senior Management immediately of any child protection matter or serious complaint.

**It is the nature of work of the post that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.**

<b>Signed by Job Holder:</b>	
<b>Date:</b>	
<b>Signed by Line Manager:</b>	
<b>Date:</b>	

**PERSON SPECIFICATION  
Speech Pathologist**

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

**Key:** Assessed by Application Form: **A**  
 Assessed at Interview: **I**  
 Assessed by Test/ Exercise (if applicable) **T**  
 Assessed by Documentary Evidence **D**

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<b>Education/ Qualifications/ Registrations</b>						
<ul style="list-style-type: none"> <li>Must hold recognised formal qualification in your area of practice, if obtained overseas must be able to show Australian recognition</li> </ul>	Essential	✓	✓	✓		✓
<ul style="list-style-type: none"> <li>Current registration as a member of Speech Pathology Australia</li> </ul>	Essential	✓	✓	✓		✓
<ul style="list-style-type: none"> <li>Must hold current professional indemnity insurance</li> </ul>	Essential	✓	✓	✓		✓
<b>Experience/Training/ Knowledge</b>						
<ul style="list-style-type: none"> <li>Minimum 3 years' experience working in healthcare or rehabilitation setting</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Experience or developing skills in providing specialist disability supports in areas including Augmentative and Alternative Communication assessment, complex communication support needs, and dysphagia and mealtimes</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to demonstrate contemporary knowledge of frameworks in working with people living with a disability</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Hold current First Aid and CPR certificates</li> </ul>	Desirable		✓	✓		✓
<b>Personal Qualities</b>						
<ul style="list-style-type: none"> <li>Ability to work in a flexible, self-driven environment as a member of a multidisciplinary team, or ability to rapidly develop these skills</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to communicate simply and effectively, both verbal and written, with a diverse staff group at all levels, recognising potential language barriers and cultural differences</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>To be able to evidence an understanding of and the application of various Information Technology and electronic communication systems/devices, including email; data management systems and mobile technology</li> </ul>	Essential	✓	✓	✓		
<ul style="list-style-type: none"> <li>Demonstrate initiative and work to professional and NDIS Service Standards</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to demonstrate outcomes for participant clients</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Self-starter with the ability to work with a degree of autonomy, in a</li> </ul>	Essential		✓	✓		

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
creative manner, within Company policies and procedures						
<ul style="list-style-type: none"> <li>Reliability, flexibility and dependability</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to create a positive working environment where people have the opportunity to reach their potential</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to meet reasonable KPI's to account for your time</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability to maintain confidentiality</li> </ul>	Essential		✓	✓		
<b>Miscellaneous</b>						
<ul style="list-style-type: none"> <li>A commitment to Equal Opportunities and OH&amp;S in all work practices</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>A commitment to diversity and social inclusion which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse backgrounds</li> </ul>	Essential		✓	✓		
<ul style="list-style-type: none"> <li>Ability and willingness to work flexibly including, occasional out of hours work</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Must possess a full current driving license relevant to the state this role is based</li> </ul>	Essential	✓	✓			✓
<ul style="list-style-type: none"> <li>Ability and willingness to travel for work, using personal vehicle</li> </ul>						
<ul style="list-style-type: none"> <li>To be confident dealing with people in sometimes stressful/difficult circumstances</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Willingness to undertake relevant statutory and personal reference checks</li> </ul>	Essential			✓		
<ul style="list-style-type: none"> <li>Be prepared to seek advice where necessary</li> </ul>	Essential			✓		

**Key Assets makes use of the National Federal Police Criminal Records and local State and Territory Working with Children checking services, which facilitates the checking of individuals' criminal records by employers where such individuals are to occupy 'positions of trust'. You may be required to consent to and apply for disclosures at regular intervals during your employment in this post and any offer of employment is provisional and conditional on the satisfactory outcome of the check. This is because this role involves access to sensitive data.**

<b>Signed by Job Holder:</b>	
<b>Date:</b>	
<b>Signed by Line Manager:</b>	

Date:	
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