



Health and wellbeing for all through:

- Compassion
- Integrity
- Respect
- Equity

# POSITION DESCRIPTION

<b>TITLE</b>	<b>SPEECH PATHOLOGIST</b>		
<b>PROGRAM/TEAM</b>	Primary Health: Child and Adolescent Team		
<b>EFT</b>	0.6 EFT		
<b>TENURE</b>	Ongoing		
<b>CLASSIFICATION</b>	Speech Pathologist Grade 2		
<b>AWARD/EBA</b>	Victorian Stand Alone Community Health Centres Health Professionals Multi Employer Enterprise Agreement 2012 - 2016		
<b>REPORTS TO</b>	Manager Primary Health		
<b>SUPERVISES</b>	Student Placements, as appropriate		
<b>EFFECTIVE DATE</b>	17/12/2018	<b>REVIEW DATE</b>	14/12/2019

Cobaw Community Health Services Ltd (Cobaw) provides a diverse range of health, wellbeing and community services across the Macedon Ranges Shire and is extending service delivery reach with new opportunities. As a not for profit Company Limited by Guarantee Cobaw's strategic direction is led by a Board of Directors, whose membership is drawn from the local community.

To achieve our vision of a healthy resilient community, we are committed to the principles of collaborative partnerships, health promotion, community engagement, social justice and advocacy. In seeking opportunities to contribute to the lives of people in our community, we focus on achieving sustainability and expansion of services. To achieve this we always seek to add to the capabilities of our skilled and professional staff. All employees play an active role in service planning and development, quality improvement and health promotion.

In seeking skilled professionals to join Cobaw, we look for people that hold in high regard the values that are reflected in our work. Cobaw values diversity and will be responsive to the health needs of all people including, but not limited to, Aboriginal and Torres Strait Islander people; people with a disability; lesbian, gay, bisexual, transsexual and intersex people; people experiencing health inequalities; and culturally and linguistically diverse people.

## THE POSITION

As a Speech Pathologist, you will be responsible for providing direct assessment and therapeutic services to children and their families living in the Macedon Ranges and surrounding areas. The role involves direct client assessment including as part of a multidisciplinary neuro developmental clinic. The role will also involve planned health promotion initiatives and collaboration with other service providers guided by evidence-based practice, service guidelines and funding agreements.

### The key expected job outcomes of this position are to:

- Provide evidence-based speech pathology assessment to children and adolescents with a range of speech and language issues including those with complex conditions such as Autism Spectrum Disorder, Dyspraxia, ADHD, and Intellectual Disability
- Demonstrate appropriate experience and skills to provide comprehensive speech pathology management of children and adolescents up to 17 years
- Work in partnership and collaboration with a range of internal and external agencies including paediatricians, GP's, maternal and child health nurses, schools and preschools
- Provide services to children and families in accordance with evidence-based best practice principles including a strengths-based, family centered approach
- Provide services in compliance with a range of funding sources, including NDIS, HCWA and BSi
- Provide mutual professional support / skill sharing with other health professionals within the Child and Adolescent Health Services
- Contribute to the Cobaw Primary Health Services planning process.

The scope of practice is:

1. **Target Population:** children and adolescents up to the age of 17 and their families.
2. **Service Delivery Model:** individual goal directed, strengths-based, child and family centred practice in line with funding and service guidelines.
3. **Service Location:** Woodend and Romsey with some outreach.

## THE PERSON

The personal attributes needed to fit this role are:

- Strong interpersonal skills and team player
- Enjoyment and rapport with children and families
- Well-developed verbal and written communication skills
- Excellent organisational skills, including being to prioritise
- Understanding and acceptance of diversity.

## KEY RESPONSIBILITIES

*These statements of duties/responsibilities/tasks/roles and functions are indicative and need to be understood within the context that Cobaw is in a dynamic environment where change is the norm. As organisational needs change, so do job roles and functions. We are looking to employ people who understand the need for flexibility in employment relationships and responsibilities.*

### Service Delivery

- Provide evidence-based speech pathology assessment and treatment services to children and adolescents
- Provide relevant information, strategies and support to parents/carers and families

### Program Planning and Direction

- Actively contribute to quality processes including risk management and other compliance requirements

- Maintain accurate client records and data
- Provide mutual professional support / skill sharing with other health professionals within the Primary health team
- Work in partnership with relevant stakeholders and the community to build networks and deliver services.

### KEY SELECTION CRITERIA

**Applications must include written responses to the following:**

1. Demonstrated experience and ability to develop, implement and evaluate Speech Pathology specific treatment programs for children and young people with diverse abilities, including those with complex conditions.
2. Excellent professional, interpersonal and interaction skills, together with the ability to engage with and motivate children of different ages and their families.
3. Ability to work autonomously and as part of a multi-disciplinary team.
4. Excellent time management and prioritising skills
5. Excellent verbal and written communication skills and ability to communicate effectively with a broad range of stakeholders
6. The qualifications required for this position are:
  - a Degree in Speech Pathology
  - a full or provisional Certified Practising Speech Pathologist
  - a member of SPA and participant in SPA's professional self-regulation program.

### OTHER REQUIREMENTS

**Quality**

- Assist in the development and implementation of the organisation's quality improvement strategies
- In consultation with the Leadership Team develop and implement standards and ensure programs are monitored and evaluated in terms of relevance, timelines, cost effectiveness and client satisfaction
- Initiate and participate in the development and review of Cobaw policies and procedures.

**Occupational Health & Safety and Risk Management**

- Follow safe work practices, procedures, instructions and rules
- Perform all duties in a manner which ensures personal health and safety and that of others in the workplace
- Report all hazards or incidents that cause or may cause harm
- Apply a risk management approach to all tasks undertaken
- Attend Occupational Health & Safety (OH&S) Committee meetings as required.

**General**

- It is the responsibility of all staff to work within Cobaw's Code of Ethical Conduct and represent Cobaw as a professional and client-focused organisation and to promote its range of services
- Comply with Cobaw's Instrument of Delegation
- Comply with and contribute to Cobaw's Policy and Procedure Manual
- Carry out all other duties as directed consistent with Cobaw's Strategic Direction
- Maintain professional registration required to practice within the scope of practice outlined in the position description, provide evidence of current registration annually and notify Cobaw of any changes to registration when they occur
- Provide courteous advice and assistance to clients and visitors of Cobaw

- Maintain effective working relationships with staff and regularly participate in team and organisational activities
- Ensure records and accountability information is prepared, kept up to date, and forwarded in a timely manner
- Understand the budget constraints and where possible suggest strategies for improvement
- Be conversant with computer systems and other technology relevant to the position.

#### ADDITIONAL INFORMATION

- The successful applicant will be required to undertake a National Criminal History Check (NCHC), a Disability Workers Exclusion Scheme check, and hold a current valid Working With Children Check (WWCC). Appointment is subject to the outcomes of these checks and the provision of a recruitment screening Statutory Declaration (for new employees).
- All employees are required to sign and comply with Cobaw's Code of Conduct, Respectful Workplace Behaviour policy and Statement of Cultural Safety.
- Cobaw is an Equal Opportunity Employer.
- All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries. as well as co-operating with any measures introduced into the workplace to improve OH&S
- Cobaw is an organisation that values diversity. All employees are required to have an awareness of inclusive practice principles as they relate to the following vulnerable community groups: lesbian, gay, bisexual, transgender and intersex, Aboriginal and Torres Strait Islander, people with a disability, culturally and linguistically diverse and people experiencing poverty.
- Cobaw is committed to promoting and protecting the interests and safety of children. Cobaw has zero tolerance of child abuse. All staff working at Cobaw are responsible for the care and protection of children and reporting information about child abuse.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or diseases that might be affected by employment in this position
- Salary sacrifice arrangements are available to all permanent staff subject to Cobaw's ongoing Fringe Benefits Tax exempt status.
- The position is located in Woodend and Romsey however it is expected that all Cobaw staff will have the flexibility and willingness to work from any Cobaw site.
- The company reserves the right to vary the location of the position according to its needs and the needs of its clients and any future changes to Cobaw's area of operation.
- This position description operates in conjunction with and forms part of the relevant individual performance development review plan. An initial review will take place three months following commencement of employment and then on an annual basis.
- The position requires a full and current Victorian Driver's licence.
- This position is offered subject to ongoing funding.

#### ACKNOWLEDGEMENT

CEO Signature			
Name	Margaret Mc Donald	Date	
Employee Signature			
Name		Date	