

## POSITION DESCRIPTION

<b>Position Title</b>	Speech Pathologist (Adult)
<b>Award/Agreement</b>	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Agreement 2012 – 2016
<b>Classification</b>	Grade Two
<b>EFT</b>	0.58 EFT
<b>Hours of work</b>	44 hours per fortnight
<b>Tenure</b>	Fixed Term to 30/6/2018
<b>Program Area</b>	Older Adults
<b>Location</b>	East Bentleigh and Cheltenham sites
<b>Reports to</b>	Team Leader Older Adults

### VISION

Healthy People, Healthy Communities

### PURPOSE

Understand and meet the health and wellbeing needs of the community as a socially responsible business

### VALUES

#### Respect

- Treating all clients, staff and the community with care, dignity and understanding
- Providing a supportive and safe work environment for all voluntary and paid staff

#### Responsiveness

- Meet the needs of our diverse community by providing services that are accessible and innovative

#### Accountability

- Delivering sustainable, quality services in an efficient and financially responsible manner to achieve health outcomes
- Providing these services professionally and to the highest ethical standards

#### Collaboration

- Working with clients, staff and external stakeholders to achieve our Purpose

### INTRODUCTION

Connect Health and Community is a registered Company Limited by Guarantee operating in a quality, accredited, not-for-profit environment and governed by a Board of Directors.

Connect Health incorporate key service delivery and community programs for Community Health, Home and Community Care, Dental, Gambler's Help Southern (GHS) and Volunteers and Community Connections.

Connect Health employ approximately 140 staff with an operating budget of approximately \$10 million. Connect Health has approximately 250 dedicated volunteers who assist our organisation and community.

The organisation's strategic directions and organisational values are supported by our staff and volunteers and defined by behaviours, skills and attitudes.

Connect Health and Community is guided by the principles of the social model of health; holistic service provision; continuous quality improvement; community and consumer participation and the diverse social aspects of our community.

### **POSITION SUMMARY**

- The Connect Health and Community speech pathology service provides assessment and management of swallowing and communication problems to frail aged people, adults with disabilities and their carers.
- This service is currently funded with Commonwealth Home Support Program (CHSP) Funding and Home and Community Care (HACC) Funding. Block funding will end on 1<sup>st</sup> July 2020 and the CHSP funding will become activity based. HACC funding will end on the same date and adult clients with disability will be funded by the National Disability Insurance Scheme (NDIS) which commences in Bayside and Glen Eira in April 2018.

### **ROLE OBJECTIVE**

To provide specific speech pathology services to adults living or working in the cities of Bayside and Glen Eira in accordance with the Connect Health speech pathology scope of practice and the policies and procedures of Connect Health. Clients from other areas will be accepted to the service if there is no other closer service available to them.

### **SCOPE OF PRACTICE**

- To deliver clinical services to clients over 65 who are eligible for Commonwealth Home Support Services.
- To deliver clinical services to clients under 65 who are eligible for Victorian Home and Community Care Funding for Speech Pathology. This will include clients with disabilities and people with low income requiring voice treatment.
- To deliver clinical services to adult clients paying full fee recovery living in the cities of Bayside and Glen Eira.
- Many swallowing conditions are permanent and occur in relation to the end stage of chronic disease. For these clients episode are reviewed to assess the ongoing need for monitoring as part of the case planning.
- Whenever possible clients should be reviewed on site, with home visits restricted to housebound clients only.

### **OUTSIDE OF THE SCOPE OF PRACTICE**

- Clients needing augmentative communication aids will be referred to other more specialised speech pathology services e.g. Inner South Regional Communication Service (based at Central Bayside Community Health), or Bethlehem Hospital.
- Paediatric clients will be referred to an appropriate paediatric service e.g. Connect Health and Community

### **ORGANISATIONAL RESPONSIBILITIES**

- Promote activities and programs in accordance with Connect Health and Community Vision and Purpose statements
- Model and promote Connect Health and Community Values in the workplace
- Adhere to Connect Health and Community Code of Conduct, ensuring professional conduct is maintained at all times
- Comply with all legislative requirements relevant to the position
- Comply with policies, procedures, systems and processes of Connect Health and Community and other external stakeholders
- Intellectual Property remains the sole property of Connect Health and Community , unless otherwise authorised and confirmed in writing
- Undertake and promote safe work practices and procedures in accordance with Connect Health and Community Policy
- Ensure Equal Opportunity principles are followed

**HEALTH PROMOTION**

Contribute to the development, implementation and evaluation of organisational Health Promotion strategies as identified in the Health Promotion Plan; and undertake health promotion training as required.

**CONFIDENTIALITY**

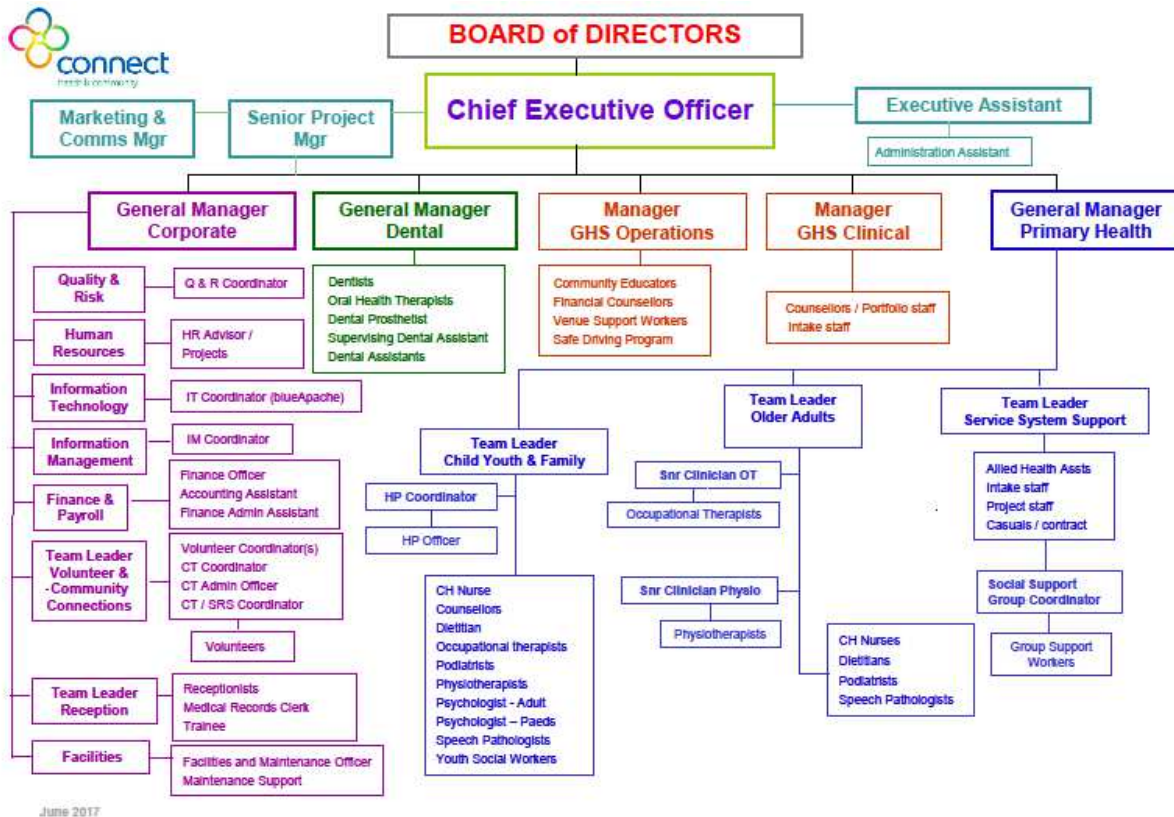
Ensure organisational, staff and client confidentiality is maintained at all times.

**INTERNAL and EXTERNAL RELATIONSHIPS**

The speech pathologist is expected to develop and maintain effective communication networks and working relationships both internally and with key external stakeholders.

<b>Reports to</b>	Team Leader Older Adults
<b>Supervises</b>	Students and any allied health assistants involved in the program
<b>Internal Liaisons</b>	All Connect Health and Community staff
<b>External Liaisons:</b>	Bayside and Glen Eira Council, Central Bayside Community Health Service/Inner South Regional Communication Service, Monash Health, Alfred Health and Calvary Health speech pathology services, Link Community Health speech pathology service, Scope and Yooralla services.

**ORGANISATIONAL CHART**



**KEY TASKS AND ACCOUNTABILITIES****Key Duties:**

1. Provision of individual speech pathology services within the Connect Health and Community scope of practice to clients in a clinic or home based setting
2. As part of the Older Adults Team, provide clinical expertise in speech pathology issues to other program and Health Promotion projects as required.
3. As part of the speech pathology team, contribute to supervision of students as required.
4. Contribute to the evaluation of clinical programs offered by the speech pathology service as required.
5. Participate in continuous quality improvement activities for the speech pathology service and Older Adults Team as required e.g. assist with updating the discipline manual, participate in annual documentation audits.
6. Represent the Older Adults Team in working parties and committees in accordance with your individual work plan and skills.
7. Be responsible for allocated portfolios within the speech pathology service.

**General Duties**

1. Record statistical data and provide required reports as appropriate.
2. To follow and promote safe work practices and procedures as per the Connect Health and Community Policies and Procedures and the Speech Pathology Discipline Manual.
3. Participate in meetings, workshops, professional development programs and portfolio responsibilities.

**Key Selection Criteria**

- Minimum five years' clinical experience as a Speech Pathologist
- Ability to demonstrate up to date evidence based speech pathology skills in swallowing and communication assessment and management for the appropriate target population.
- Ability to educate and engage people with chronic diseases to self-manage their conditions.
- Demonstrated ability to work successfully in a multi-disciplinary environment
- Good team work and interpersonal skills
- Ability to participate in the planning and evaluation of changing community needs and programs
- Able to work effectively with interpreters
- Good written and verbal communication skills, including client reports, business documents (minutes & agendas, work proposals) and group presentation with or without Microsoft PowerPoint presentation
- Excellent organisational and time management skills
- Flexible in service delivery and responsive to change
- Knowledge of and participation in continuous quality improvement processes
- Commitment to continuing professional development

**Mandatory Qualifications:**

- Recognised degree in Speech Pathology.
- Eligible for Speech Pathology Australia membership.
- A Grade 2 level of clinical expertise and theoretical knowledge in the speech pathology assessment and management of clients with chronic and complex conditions
- A current Victorian driver's licence
- A current National Police Check
- A current Working with Children Check
- Computer literate: Microsoft office suite: Word, Power point, Outlook; internet searches. Basic level Excel spread sheet data input.

**Desirable:**

- Experience with Trakcare client management system

**PERFORMANCE REVIEW**

A performance review shall be conducted 6 months after commencement of appointment and annually with the Team Leader.

<b>Conditions of Employment</b>	
<b>Remuneration:</b>	<ul style="list-style-type: none"> <li>◆ The employee will be paid in accordance with the Award/Agreement.</li> <li>◆ Salary Packaging is available in accordance with prevailing legislation and Connect Health and Community Policy.</li> </ul>
<b>Location:</b>	<ul style="list-style-type: none"> <li>◆ Staff may be required to work at any Connect Health and Community (or partner) site.</li> </ul>
<b>Hours of Duty/Flexibility</b>	<ul style="list-style-type: none"> <li>◆ It is the intention that program and/or service coverage is provided across the span of Connect Health and Community operating times, however, staff may be required to work outside of Connect Health and Community business hours as requested.</li> <li>◆ It is also our intention to offer staff flexibility in relation to hours and days of work.</li> </ul>
<b>Probationary Period:</b>	<ul style="list-style-type: none"> <li>◆ Confirmation of new employees to Connect Health and Community is subject to a 6 month probationary period, during which time the employee must demonstrate satisfactory capability to perform the Key Tasks and Accountabilities. (less for short term locum)</li> </ul>
<b>Pre-employment Checks</b>	<ul style="list-style-type: none"> <li>◆ Employment is contingent upon a satisfactory Police Check &amp; Working with Children Check (as applicable)</li> <li>◆ All employees of Connect Health and Community must be either an Australian Citizen, Permanent Resident or have an appropriate Australian visa that will legally enable them to fulfil the obligations of the contract of employment.</li> <li>◆ Relevant prior service must be disclosed to Connect Health and Community.</li> </ul>
<b>Pre-Existing Injury/Illness:</b>	<ul style="list-style-type: none"> <li>◆ Applicants are required to sign a Pre-Employment Declaration Form.</li> </ul>
<b>Outside Employment</b>	<ul style="list-style-type: none"> <li>◆ The Chief Executive Officer is to be informed of any outside employment or the conduct of any business, trade or profession (paid employment or voluntary work) which could interfere with the proper performance of your position or give rise to a conflict of interest between the employee and Connect Health and Community. Managers or Team Leaders can assist employees to determine if such activities will cause an actual or perceived conflict of interest.</li> </ul>
<b>General:</b>	<ul style="list-style-type: none"> <li>◆ Management, in consultation with the staff member, reserves the right to modify this position description as required.</li> <li>◆ Connect Health and Community requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000</li> </ul>
<b>Approval Date:</b>	16.10.2017
<b>Revised Date:</b>	
<b>Written By:</b>	Bee Cochran, Acting Team Leader Older Adults
<b>Authorised:</b>	Chris Hill, General Manager Primary Health