

Position Title	Paediatric Speech Pathologist
Program Area	NDIS
Reports to	Chief Finance and Information Officer (NDIS)

POSITION SUMMARY

Connect Health and Community is a multi-disciplinary organisation with a holistic view towards supporting a healthy community. Our services include a variety of Allied Health, Mental Health and Dental Health services, for people across the whole life span and living with a diverse range of presenting needs.

About this role

The position will:

- provide high quality, flexible, consumer driven speech pathology services to participants referred to the Paediatric services
- provide a responsive service that works to meet each participant's identified goals

ROLE OBJECTIVE

Reporting to the Chief Finance and Information Officer (NDIS), the Paediatric Speech Pathologist will provide specific Speech Pathology services to children in accordance with the Connect Health & Community Paediatric Services scope of practice and the policies and procedures of the organisation.

SCOPE OF PRACTICE

1. **Target Population:** Children (0-18), and their families who require assessment and treatment in communication and/or feeding difficulties.
2. **Service Delivery Models:** Individual
3. **Scope of Clinical Practice:**
 - Comprehensive assessment and /or screening of participants; including communication, feeding, clinical and social history
 - Together with the participant, their carers and other team members, formulate an agreed, participant-centred care plan, including participant-directed goal setting and appropriate discharge planning from the program
 - Prepare comprehensive reports as necessary
 - Regular re-evaluation of participants' functional ability and review of participant care plans in relation to the set goals, which are informed by clinical assessment and reviews of developmental status
 - Case review preparation and discharge planning documentation
 - Present and facilitate education to participants and carers in groups and with individuals as required
 - Provide information sessions at new parent groups as required
 - Establish and maintain effective working relationships with key stakeholders

Universal Responsibilities of all employees:

- Promote activities and programs in accordance with Connect Health & Community Vision and Purpose.
- Model and promote Connect Health & Community Values in the workplace
- Adhere to Connect Health & Community Code of Conduct, ensuring professional conduct and confidentiality is maintained at all times, Equal Opportunity principles are followed at all times and undertake and promote safe work practices and procedures in accordance with Connect Health & Community Policy
- Comply with all legislative requirements relevant to the position , policies, procedures, systems and processes of Connect Health & Community and other external stakeholders

Connect Health & Community recruitment and selection procedures reflect our commitment to the safety and wellbeing of children and young people

Connect Health is a TOTALLY SMOKE FREE WORKPLACE

- Connect Health & Community are committed to the safety and wellbeing of children and young people
- Intellectual Property remains the sole property of Connect Health & Community, unless otherwise authorised and confirmed in writing

INTERNAL and EXTERNAL RELATIONSHIPS

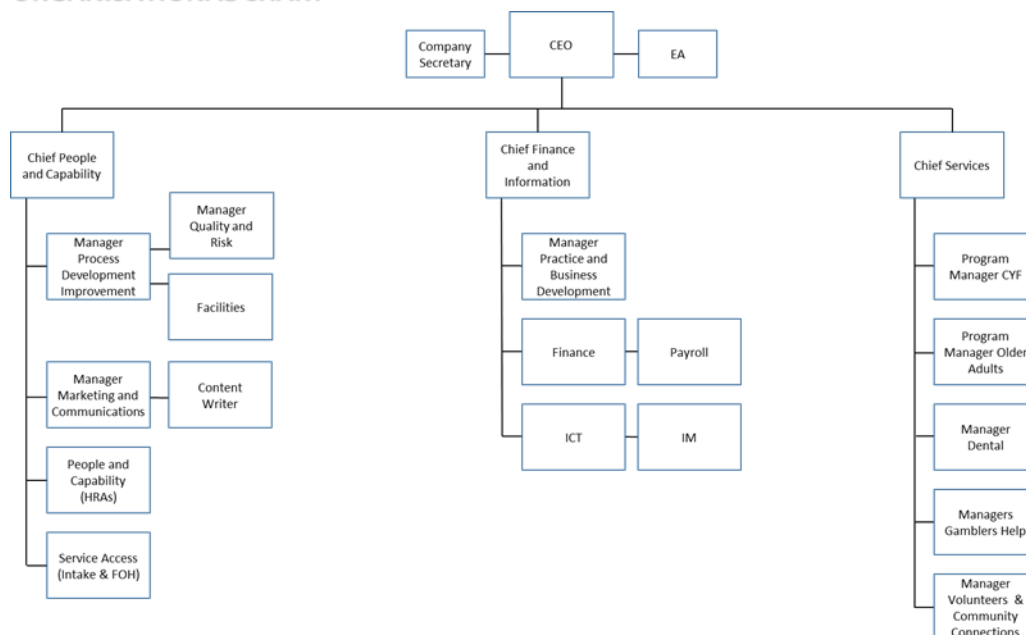
Internal working relationships include:

- Connect Health & Community Workforce
- Connect Health & Community volunteers & students

External working relationships include:

- Early Childhood Early Intervention Services
- Maternal and Child Health Nurses
- Alfred Child Youth Mental Health Services
- Local Early Childcare and Education settings
- Orange Door Hubs

ORGANISATIONAL CHART



POSITION SPECIFIC RESPONSIBILITIES

1. Accept participants from the waiting list in order of priority and waiting time.
2. Complete evidenced based Speech Pathology assessment and treatment to children and engage the child and/or care givers in setting goals and creating a participant centred care plan. within both models
3. Meet documentation standards for Connect Health & Community and the Paediatric Services disciplines.
4. Guide and support the Allied Health Assistant in relation to participant services.
5. Working in a multi-disciplinary environment.
6. Where it becomes apparent a child is out of service scope, refer to a more appropriate service.
7. Provide feedback and strategies to carers & other related service providers
8. Support program members with secondary consultation, where appropriate
9. To maintain accurate case notes and statistics.
10. Speech pathology assessments and treatment plans for individual children.
11. Practical advice and support to parents, health professionals, carers and kindergarten teachers in the implementation of treatment programs

GENERAL RESPONSIBILITIES

1. Meet performance expectations and mitigate the risk that under performance will have to contract obligations and stakeholder expectations
2. Promote activities and programs in accordance with Connect Health and Community strategic plan 2016-19
3. Contribute to team activities that are in line with the Prevention and Health Promotion Strategy and participate in training as required.
4. Promote awareness to the community that Connect Health & Community encourages consumer, carer and community participation at all levels of the organisation
5. Participate in staff meetings and other organized activities such as quality improvement programs.
6. Undertake other duties as directed.

KEY SELECTION CRITERIA**Qualifications, Key Skills, Competencies and Personal Attributes**

1. Minimum 3 years clinical experience as an Paediatric Speech Pathologist in a community setting and with participants with a disability
2. Ability to demonstrate current evidence based Speech Pathologist practice for the target population
3. Demonstrated ability to work well with others in a multi-disciplinary team environment.
4. Ability to meet statistics and targets in accordance with funding and discipline specific targets.
5. Demonstrated initiative, ability to prioritise and organise self independently and efficiently.
6. Ability to work with other organisations either in a consulting capacity or joint assessment and treatment capacity.
7. Excellent written and verbal communication skills, including participant reports, minutes and agendas, work proposals and group presentation with or without Microsoft power point presentation.
8. Demonstrated ability to participate in the planning and evaluation of services.
9. Flexible in service delivery and responsive to change.
10. Knowledge of and participation in continuous quality improvement processes.
11. Commitment to continuing professional development.
12. Computer literate: Microsoft office suite: Word, Power point, Outlook, basic level Excel spread sheet data input.
13. Experience with TrakCare participant management system.(highly desirable)
14. Experience in working with allied health assistants and students

Mandatory requirements:

- Current Victorian Driver's Licence
- Current Police and Working with Children Checks (Employee)
- Membership with Speech Pathology Australia or equivalent body
- Clearance by the Disability Worker Exclusion Scheme

Qualifications:

- Bachelor of Speech Pathology or equivalent

How you will be assessed

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

- **Supports strategic direction**
Proven high level ability to analyse situations and propose creative solutions, particularly in relation to communications and marketing.
- **Achieves results**
Demonstrated ability to prepare effective and tailored materials for communications and marketing projects and to monitor and evaluate their implementation.
- **Supports productive working relationships**
Demonstrated high level communication, both written and oral and consultation and negotiation skills with proven ability to liaise with senior executives and the staff within the organisation.
- **Displays personal drive and integrity**
Proven ability to act independently to meet project goals within identified deadlines and budgets.
- **Communicates with influence**
Knowledge of contemporary communications and marketing best practice, and experience in implementing communications and marketing strategies in practical situations.

PERFORMANCE APPRAISAL

A professional review shall be conducted 6 months after commencement of appointment and 6 months thereafter with the Chief Finance and Information Officer (NDIS).

Conditions of Employment	
Remuneration:	Grade 2, Year 4 The employee will be paid in accordance with the Victoria Stand Alone Community Health Centres Allied Health professionals Enterprise Agreement 2017 – 2021 (HSU3) Salary Packaging is available in accordance with prevailing legislation and Connect Health & Community Policy.
Tenure	Fixed Term until 30/6/20
Location:	Primary Location is 347 Bay Road, Cheltenham . Staff are required to make home visits and may be required to work at any Connect Health & Community (or partner) site.
Hours of Duty/Flexibility	<ul style="list-style-type: none"> ◆ The Position is offered at 0.4 FTE (up to 0.8FTE available for the right candidate) ◆ Fixed days on Wednesdays and Thursdays ◆ Standard Hours 8.00am-5.00pm Monday to Friday ◆ It is the intention that program and/or service coverage is provided across the span of Connect Health operating times, however, staff may be required to work outside of business hours as requested. ◆ It is also our intention to offer staff flexibility in relation to hours and days of work.
Probationary Period:	◆ Confirmation of new employees to Connect Health is subject to a 6 month probationary period, during which time the

	employee must demonstrate satisfactory capability to perform the Key Tasks and Accountabilities.
Pre-employment Checks	<ul style="list-style-type: none"> ◆ Employment is contingent upon a satisfactory Police Check, Working with Children Check and DWES clearance ◆ All employees 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. ◆ Relevant prior service must be disclosed
On-Going employment Checks	<ul style="list-style-type: none"> ◆ It is the responsibility of staff to maintain and keep up to date all mandatory Checks, related to their position at their own cost.
Pre-Existing Injury/Illness:	<ul style="list-style-type: none"> ◆ Applicants are required to sign a Pre-Employment Declaration Form.
General:	<ul style="list-style-type: none"> ◆ Management, in consultation with the staff member, reserves the right to modify this position description as required. ◆ 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
Approval Date:	14/2/20
Revised Date:	12/2/20
Written By:	Michael Hallas, Chief Finance and Information Officer (NDIS)
Authorised:	CEO
Acknowledgement:	
Employee Declaration:	I have read, understand and acknowledge the contents of this position description.
Employee Name:	
Employee Signature:	
Date:	

ORGANISATIONAL INFORMATION

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

Connect Health & Community employ approximately 160 staff with an operating budget of approximately \$12.7M. Connect Health & Community has approximately 200 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 & 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.

VISION

Healthy People, Healthy Communities

PURPOSE

Assisting you in meeting your health and wellbeing goals.

VALUES**Respect**

- Treating others fairly and objectively
- Value the central role of family and community
- Freedom from discrimination, harassment and bullying

Responsiveness

- Meet the needs of our diverse community by providing services that are accessible and innovative, timely, cost effective, appropriate and of a high standard.
- Build an adaptive workforce to respond to changing community needs.
- Minimise barriers for people, especially vulnerable communities.

Accountability

- Accepting responsibility for decisions and actions
- Best service value with public funds
- Providing services professionally and to the highest ethical standards
- Acting in a transparent manner

Collaboration

- Working with people and communities to deliver quality, accessible integrated service
- Actively involve the community to achieve people-centred service
- Joint communication and decision making treating all participants, staff and the community with care, dignity and understanding
- Provide 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.