

## POSITION DESCRIPTION

<b>Position Title</b>	Speech Pathologist - Paediatric
<b>Program Area</b>	Primary Health
<b>Reports to</b>	Senior Practitioner in the Child Youth and Family Program

### POSITION SUMMARY

The Primary Health Department at Connect Health and Community (CH&C) is a multi-disciplinary service area with a holistic view towards supporting a healthy community. Our services include a variety of Allied Health and Mental Health services, for people across the whole life span and living with a diverse range of presenting needs.

### About this role

The position will understand and meet the needs of the population up to 18 years of age through individual assessments, group treatments and home programs for clients and their carers and families.

- Develop a model that facilitates one on one and group programs to meet the needs of the client
- Meet productivity targets and provide timely reporting of statistical data
- Contribute to case conferences, team and program meetings including staff and client education session
- Attend external meetings with other service providers, partners and other agencies

### ROLE OBJECTIVE

The role objective is to work in collaboration with parents/care givers to provide a family centred service that helps children to develop their skills in daily life. The role will consider physical, social, cognitive, sensory and emotional skills and they impact on the development movement, play and social skills of the client.

### 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 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:

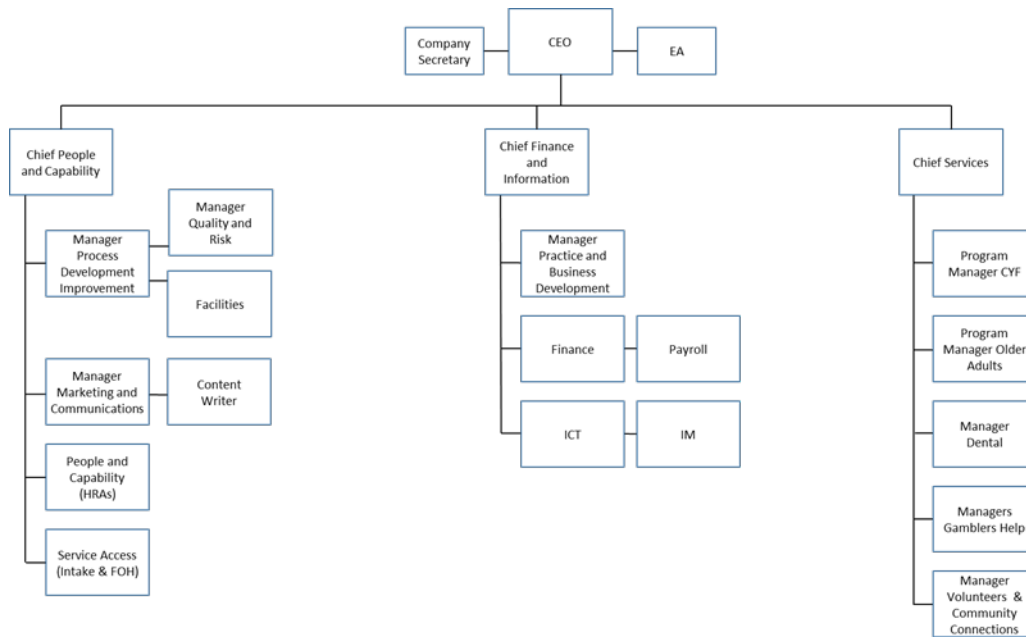
- Team members
- Other Allied Health staff
- Program Managers
- Intake and Reception
- Senior Practitioners
- Students

Connect Health & Community recruitment and selection procedures reflect our commitment to the safety and wellbeing of all our clients and being an inclusive and diverse workplace.

External working relationships include:

- Early Childhood Early Intervention Services
- Kindergarten and School Teachers
- Maternal and Child health Nurses
- Child care workers
- General Practitioners
- External Partners
- Local Communities
- Other service providers
- Stakeholders including clients, carers and customers
- Vendors
- Other community health centres

**ORGANISATIONAL CHART**



**POSITION SPECIFIC RESPONSIBILITIES**

Will be outlined in the Program Business Plan and Individual Learning and Achievement plans.

- Assessments and treatment plans
- Planning and facilitating group multidisciplinary therapy programs
- Practical advice and support for health professionals, parents, carers, teachers, preschool officers and kindergarten teachers
- Participate in the supervision and support of students within the discipline

**GENERAL RESPONSIBILITIES**

1. Commit to the transition of Connect Health & Community towards a contestable market environment where funding for service provision will be changeable and evolving
2. Meet performance expectations and mitigate the risk that under performance will have to contract obligations and stakeholder expectations
3. Promote activities and programs in accordance with Connect Health and Community strategic plan
4. Contribute to team activities that are in line with the Prevention and Health Promotion Strategy and participate in training as required.
5. Participate in working towards continual quality improvement within the business
6. Promote awareness to the community that Connect Health & Community encourages consumer, carer and community participation at all levels of the organisation

7. Participate in staff meetings and other organised activities such as quality improvement programs.
8. Undertake other duties as directed.

### KEY SELECTION CRITERIA

#### Qualifications, Key Skills, Competencies and Personal Attributes

1. Demonstrated ability to work using current evidence based Speech Therapy practice for the target population
2. Demonstrated ability to work within a multi-disciplinary team
3. Demonstrated experience in working within a community setting
4. Understanding of the speech therapy model of care and how it relates to the provision of services
5. Excellent understanding of the legislative requirements related to the program and services
6. Experience and sound capability in completing thorough assessments and providing short term interventions
7. Demonstrated ability to participate in the planning and evaluation of services
8. Ability to work with other organisations, in either a consulting capacity or joint assessment and treatment capacity.

#### Mandatory requirements:

- Current Victorian Driver's Licence
- Current Police and Working with Children (Employee) Checks
- Registered member of the relevant Association
- Member of AHPRA

#### Preferred requirements:

- Experience working with paediatric clients, in particular within the community setting

#### Qualifications:

- Tertiary qualification in speech therapy

#### Assessment

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 Program Senior Practitioner.

<b>Conditions of Employment</b>	
<b>Remuneration:</b>	<p>Classification type is dependent on the incumbent's skills and qualifications.</p> <p>The employee will be paid in accordance with the Victorian Stand Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2017 to 2021.</p> <p>Salary Packaging is available in accordance with prevailing legislation and Connect Health &amp; Community Policy. (doesn't apply to Casuals)</p>
<b>Tenure</b>	Fixed Term until 30 June 2023
<b>Location:</b>	<p>Primary Location is 2A Gardeners Road, East Bentleigh.</p> <p>Staff may be required to work at any location deemed a Connect Health place of work.</p>
<b>Hours of Duty/Flexibility</b>	<ul style="list-style-type: none"> <li>◆ Part Time 0.39 FTE</li> <li>◆ 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.</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 is subject to a 6 month probationary period, during which time the employee must demonstrate satisfactory capability to perform the Key Tasks and Accountabilities.</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</li> <li>◆ 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.</li> <li>◆ Relevant prior service must be disclosed</li> </ul>
<b>On-going employment Checks</b>	<ul style="list-style-type: none"> <li>◆ It is the responsibility of staff to maintain and keep up to date all mandatory Checks, related to their position at their own cost.</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>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> <li>◆ Connect Health is a totally smoke free workplace</li> </ul>
<b>Approval Date:</b>	14/9/20
<b>Revised Date:</b>	14/9/20

<b>Written By:</b>	Program Manager
<b>Authorised:</b>	CEO
<b>Acknowledgement:</b>	
<b>Employee Declaration:</b>	I have read, understand and acknowledge the contents of this position description.
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

**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 \$14.7M. 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 clients, 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.