

## Employee Position Description

Position Details		
<b>Position Title:</b> Speech Pathologist Grade 2	<b>Department:</b> Allied Health	<b>Agreement:</b> Victorian Stand Alone Community Health Centres, health professionals Multi-Employer enterprise Agreement 2018-2022
<b>Reports To:</b> Speech Pathology Manager	<b>Location:</b> Predominantly based at Hawthorn and Doncaster– with ability to work from all sites	
<b>Direct Reports:</b> Nil	<b>Employment Status:</b> Full time permanent	<b>Classification:</b> Grade 2 will be as per EBA above
Position Primary Purpose		
<p>To deliver clinical services across revenue streams relevant to community based Speech Pathology services including but not limited to HACC, CHSP, NDIS, HCP and Fee For Service (FFS). This position will have a clinical caseload and provide Speech Pathology services for clients 18 years and over with chronic conditions, intellectual and neurological disability, acute conditions as appropriate for community based services and frailer, older people. Services will include home based and centre based interventions as required.</p> <p>This position reports to the Manager of Speech Pathology, and will receive clinical supervisory support either internally or externally as negotiated with the manager.</p> <p>The role is expected to foster an environment that reflects consumer and person-centred care focus. This includes working with clients and carers to assist them to achieve their disability and health related goals, using a multidisciplinary team approach. The position encompasses promotion of health and wellbeing across the spectrum from prevention, early intervention through to a range of services for various conditions.</p>		
Decision Making Authority	Key Relationships	
<p><b>Decisions made independent of Manager</b></p> <ul style="list-style-type: none"> <li>• Clinician will make decisions relating to clinical service delivery, unless significant risk to client or staff is identified where clinician is not familiar with standard practice or management of this risk.</li> </ul>	<p><b>Internal</b></p> <ul style="list-style-type: none"> <li>• Manager of Speech Pathology</li> <li>• Senior Manger Allied Health</li> <li>• NDIS Coordinator and NDIS admin support worker</li> <li>• Intake &amp; Reception Staff</li> <li>• Colleagues in Allied Health, Mental Health, Child and Family, Dental, Medical and Community services</li> </ul>	

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Key Accountabilities	
Focus Areas	Responsibilities
<b>Provision of clinical services</b>	<ul style="list-style-type: none"> <li>• Provide Speech Pathology services at industry benchmark level for clinic &amp; community based clients including involvement of other members of the multidisciplinary team where indicated</li> <li>• Be aware of and compliant with documentation, record keeping and administrative requirements of all funding streams, legislation and Access Health &amp; Community Policies and Procedures relevant to Speech Pathology services</li> <li>• Meet Targets and Key Performance Indicators relevant to your role and in compliance with Government and Access Health and Community standards</li> <li>• Partner with consumers to deliver care ensuring compliance with National Safety and Quality Standards, relevant Government and Funding stream requirements and Access Health &amp; Community Policies and Procedures.</li> <li>• Effectively collaborate with the multidisciplinary team to enhance clinical outcomes of clients</li> <li>• Take responsibility for accurate, timely work results</li> <li>• Provide excellent client experience demonstrating sound clinical judgement and ability to work collaboratively with clients to help them achieve their goals.</li> <li>• Contribute to continuous quality improvement</li> <li>• Provide high value healthcare</li> <li>• Understand roles and interdependencies of other departments and divisions at AccessHC</li> <li>• Understand funding and revenue streams relevant to providing Speech Pathology based services</li> </ul>
<b>Professional development and supervision</b>	<ul style="list-style-type: none"> <li>• Maintain and develop Scope of Practice and Competency requirements for your role.</li> <li>• Proactively identify own educational needs and assist with the development of appropriate, effective and evidence based service delivery.</li> <li>• Engage in and support the Supervision framework for the Speech Pathology team.</li> <li>• Contribute to the delivery, planning and coordination of practical placements and supervision of Speech Pathology students.</li> <li>• Demonstrate commitment to continuous professional development and quality improvement</li> <li>• Supervise and delegate appropriate clinical and administrative tasks to Allied Health Assistants and volunteers</li> <li>• Participate in and may take responsibility for defined areas such as student coordination, leadership of a portfolio group or special project as directed and supported by Speech Pathology manager.</li> </ul>
<b>Health promotion</b>	<ul style="list-style-type: none"> <li>• Contribute to the provision of health promotion and prevention strategies to individual clients, their families and the broader community.</li> </ul>
<b>Models of care</b>	<ul style="list-style-type: none"> <li>• Understand and work within an Active Service Model and a Biopsychosocial model of health.</li> </ul>
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate AccessHC Values of; <b>Equity, Collaboration, Integrity, Accountability, Innovation</b> and <b>Excellence</b>.</li> </ul>

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Key Accountabilities	
Focus Areas	Responsibilities
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>Act in accordance with AccessHC's policies, procedures and code of conduct.</li> <li>Maintain current and professional credentials in accordance with relevant legislation and industry requirements</li> <li>Participate in mandatory training requirements to support the delivery of a safe and effective service.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>Act in accordance with health and safety policies and procedures at all times.</li> <li>All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.</li> </ul>

Selection Criteria	
<p><b>Standard selection criteria items</b></p> <ul style="list-style-type: none"> <li>Police Check</li> <li>International Police Check (if applicable)</li> <li>Working With Children Check</li> <li>Professional Registration</li> <li>Disability exclusion scheme check</li> </ul> <p><b>Qualifications, registrations and experience</b></p> <ul style="list-style-type: none"> <li>Bachelor of Speech Pathology or relevant other</li> <li>Speech Pathology Australia Membership</li> <li>Proficiency in Microsoft Office and relevant software applications</li> </ul>	<p><b>Key skills and attributes</b></p> <ul style="list-style-type: none"> <li>Demonstrated clinical skills and experience in the delivery of Speech Pathology services with any one of the following; progressive neurological, mental health or disability diagnosis, chronic disease, age related conditions.</li> <li>Understanding of fee for service model of care, NDIS and My Aged Care</li> <li>Experience working with a broad range of clients with acquired communication and swallowing disorders or other language and speech disabilities.</li> <li>Recognition of and escalation where necessary for clients who present with aspiration which is either significant or appears to be rapidly deteriorating</li> <li>Demonstrated ability to function as part of a multi-disciplinary team</li> <li>Experience in supervising grade 1 SPs, allied health assistants, volunteers and/or students</li> <li>Well-developed written and verbal communication skills</li> <li>Experience in communicating and working with people from a diverse range of social, cultural and ethnic backgrounds</li> <li>Bilingual language skills are highly valued</li> <li>Commitment to continuous quality improvement and health promotion principles</li> <li>Effective time management and prioritisation skills</li> <li>Demonstrated behaviours consistent with AccessHC values</li> <li>Driver's Licence (only if driving is an inherent requirement of the role)</li> </ul>

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*AccessHC is a Child Safe Organisation.*

*AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.*

Authorisations	
<b>Employee Name:</b> <b>Signature:</b> _____ <b>Date:</b> / /	<b>Manager Name:</b> <b>Signature:</b> _____ <b>Date:</b> / /

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