



Employee Position Description

Position Details			
Position Title: Speech Pathologist – Early Childhood Early Intervention	Department: Child and Family Services	Agreement: Victorian Stand Alone Community Health Services (Health and Allied Health Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2011-2015	
Reports To: Child and Family Services Manager	Location: Multisite		
Direct Reports: Nil	Employment Status: Full Time Permanent	Classification: Grade 2	
Position Primary Purpose			
<p>To provide high quality, evidence-based and efficient paediatric speech pathology services to children, their families and carers as part of the Child and Family Services team.</p> <p>To work as part of a team of professionals who specialise in the development and wellbeing of children.</p> <p>The position will be funded through a mix of options such as public funding, full fee paying, Medicare and NDIS packages.</p>			
Decision Making Authority	Key Relationships		
<p>Decisions made independent of Manager</p> <ul style="list-style-type: none"> Client management specific to speech pathology 	<p>Internal</p> <ul style="list-style-type: none"> Senior manager Child and Family Services Manager and Team Leader Child and Family Services Other professionals within Child and Family team Support Staff <p>External</p> <ul style="list-style-type: none"> NDIS partners NDIA DHHS Education providers LGA ECIA 		
<p><i>This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.</i></p>			
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	<ul style="list-style-type: none"> • AHPRA • Professional Associations • Peer Support Networks • Maternal and Child Health Nurses • GP's • Paediatricians • Primary Health Care providers • Private practitioners
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Key Accountabilities	
Focus Areas	Responsibilities
Provision of family-centred and strength-based service.	<ol style="list-style-type: none"> 1. Work with the child and their family as equal and active partners to ensure family centred practice. 2. Set goals and service delivery plans that are based on the family's priorities and choices. 3. Build on the family's strengths and develop the family's resources to facilitate meaningful outcomes for the child and family. 4. Deliver services that are sensitive and respectful of the family's cultural, language and social background.
Promotion of child development through a child's natural environment.	<ol style="list-style-type: none"> 1. Work with the child and their family through play and routines to ensure meaningful outcomes. 2. Deliver services in the home, community and childhood settings to ensure functional outcomes. 3. Facilitate inclusion and meaningful participation in home and community life, providing supports as needed.
Collaboration with the child's team.	<ol style="list-style-type: none"> 1. Work together with the family, other early childhood practitioners and other carers as a team around the child to ensure a coordinated service approach. 2. Act as a child's key worker providing the family with a main point of contact and helping to coordinate service delivery. 3. Liaise with referral agencies to ensure continuity of care.
Provision of capacity building service.	<ol style="list-style-type: none"> 1. Build the skills and knowledge of the people who spend most time with the child to deliver a greater impact on the child's learning and development.
Provision of evidenced-based and outcome-based services.	<ol style="list-style-type: none"> 1. Base intervention on sound clinical evidence and research to ensure effective and accountable practice. 2. Focus on what the family wants for their child and family, using professional knowledge and expertise to deliver the best outcomes for the child.
Maintenance of appropriate documentation.	<ol style="list-style-type: none"> 1. Maintain progress notes to ensure documentation of services provided. 2. Record and maintain child and family goals, including strategies, time frames and who will be involved to work on the goals.

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Focus Areas	Responsibilities
	3. Provide written reports and assessments required to meet the service goals agreed with the family.
Provision of paediatric speech pathology expertise.	<ol style="list-style-type: none"> 1. Maintain professional registration requirements. 2. Demonstrate knowledge of typical and atypical childhood development in order to understand the child's developmental delay or disability. 3. Demonstrate skills in speech pathology assessment and intervention, based on current evidenced-based practice to ensure positive outcomes for the child and family. 4. Actively participate in case conferences, reflective practice and supervision to maintain high quality professional skills. 5. Contribute positively to team professional development and process development. 6. Provide clinical education to allied health students and actively participate in workforce development.
Participation in the development of the Child and Family Program to achieve Access Health and Community 2020 Vision for Excellence	<ol style="list-style-type: none"> 1. Be an active participant in the ongoing development of the Child and Family team plan. 2. Ensure up-to-date sector knowledge including NDIS, DET and other Community Health Services.
AccessHC Values	<ul style="list-style-type: none"> • Through actions and behaviour, demonstrate AccessHC Values of; Equity, Collaboration, Integrity, Accountability, Innovation and Excellence.
Governance and Compliance	<ul style="list-style-type: none"> • Act in accordance with AccessHC's policies, procedures and code of conduct. • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position. • Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	<ul style="list-style-type: none"> • Act in accordance with health and safety policies and procedures at all times. • 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.

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Selection Criteria	
<p>Standard selection criteria items</p> <ul style="list-style-type: none"> • Police Check • International Police Check • Working With Children Check • Professional Registration • Medicare Registration Provider Number • Driver's Licence <p>Qualifications, registrations and experience</p> <ul style="list-style-type: none"> • Tertiary qualifications in speech pathology • Minimum of 3 years' experience in a paediatric speech pathology setting • Demonstrated experience and expertise in supporting families of children with a variety of developmental delays and disorders in accordance with the principles of Family Centred Practice • Ability to work both independently and as part of a team • Experience in planning and delivering group therapy programs • Proficiency in Microsoft Office and relevant software applications 	<p>Key skills and attributes</p> <ul style="list-style-type: none"> • Strong communication and interpersonal skills • Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds • Commitment to continuous quality improvement and health promotion principles • Effective time management and prioritisation skills • Well-developed presentation and report writing skills • High level of accuracy and attention to detail • High level of cultural sensitivity and awareness • Strong analytical and problem solving skills • Demonstrated ability to work in a team environment • Demonstrated behaviours consistent with AccessHC values
<p><i>AccessHC is a Child Safe Organisation.</i></p> <p><i>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.</i></p>	

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

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