

Position Title:	Speech Pathologist
Directorate/Team:	Primary Health
Classification/Award:	Allied Health Professionals (Victorian Public Sector) Single Interest Enterprise Agreement 2021 – 2026
Date Approved:	November 2023
Approved by:	Chief Executive Officers

OUR ORGANISATIONS

Alexandra District Health and Yea and District Memorial Hospital are the two major health services within the Shire of Murrindindi. We both have a long and proud history in health-related service provision to the area, providing inpatient, outpatient services, aged care and community health services. The Speech Pathologist works within the community health service teams of both services, which provide a wide range of allied health and health promotion services.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Primary Health Manager (Alexandra District Health)
Manages/Coordinates:	Not Applicable

KEY RESPONSIBILITIES AND DUTIES

The Speech Pathologist is responsible for delivering Speech Pathology services for a varied case load including; children, adults, residents of aged care facilities and inpatients of ADH (0.8 EFT) and YDMH (0.2 EFT).

The Speech Pathologist's role and responsibilities include:

- Provide high level Speech Pathology assessment, intervention, education, advocacy and discharge planning for clients and their carers in the areas of communication, dysphagia or feeding disorders and those with difficulties in speech, language, voice, fluency, and literacy
- Develop and implement individual treatment and service plans (in consultation with the multidisciplinary team when required)
- Adapt practice to meet individual circumstances
- Provide services for clients funded under Community Health, NDIS and Residential Aged Care funding streams
- Liaise with peers, team members and external agencies to enhance continuity of care and high-quality service
- Demonstrate core speech pathology competencies and maintenance of professional speech pathology skills and knowledge
- Provide support to, and facilitate engagement of families, carers and other service providers as appropriate in treatment planning and review
- Demonstrate client centred care, empathy with clients and carers and ensuring effective communication
- Provide group education in a range of settings including parent groups and carers and service providers supporting clients with communication issues or dysphagia.
- Visit clients in their home, school, early childhood centre, aged care facility or other locations within the Murrindindi Shire as required
- Evaluate the effectiveness of their own interventions

- Maintain up-to-date knowledge of, and liaison with, other community agencies to facilitate the referral of clients to appropriate community resources and services
- Maintain appropriate clinical documentation
- Support Allied Health Assistants and allied health and nursing students whilst on placement within ADH and YDMH (as appropriate based on experience levels)
- Participation in the Quality Improvement Programs

SPECIALIST SKILLS AND KNOWLEDGE

Essential

- Approved degree in Speech Pathology that allows eligibility for membership to Speech Pathology Australia
- Possess a sound knowledge of Speech Pathology theory and clinical practice for adult and paediatric caseloads
- Demonstrated clinical experience with both adult and paediatric caseload
- A demonstrated capacity to work autonomously in a community health setting
- Must have a current Victorian driver's licence
- Competent in basic Microsoft Outlook, Word and Excel

Desirable:

- Experience within both acute and/or community settings
- Experience with a broad range of assessment tools, planning and implementing individual treatment plans.
- Experience working with a broad range of clients, including paediatric, adults, inpatients and NDIS clients.

KEY SELECTION CRITERIA

- A recognised qualification in Speech Pathology (Degree or Masters level)
- Eligibility for membership with Speech Pathology Australia
- Demonstrated knowledge and experience in the assessment, intervention, evaluation of clients, including people with a variety of disabilities, social, emotional, developmental and behavioural difficulties
- Demonstrated effective interpersonal, oral, and written communication skills necessary for good working relationships and client care. The ability to function as an effective member of a multidisciplinary team is also essential.
- Demonstrated commitment to ongoing professional development, and the ability to share knowledge and skills.
- The ability to work independently without close supervision, and being able to appropriately manage time and workload is essential.
- Current Victorian Drivers Licence
- Current Working with Children's Check, Police Check and where appropriate, NDIS Worker Screening Check.

MANDATORY COMPETENCIES

The employee will meet the mandatory clinical and non-clinical competencies under the ADH mandatory competencies program.

The employee will be required to show evidence of successfully completing the ADH mandatory competencies, within the first six weeks of commencing the position.

It is expected at ADH that each employee must successfully complete mandatory competencies at least annually (where relevant).

Participate in the annual performance appraisal process.

ORGANISATIONAL MISSION, VISION AND VALUES

MISSION: Great healthcare, locally.

VISION: Partner with our community so together we create excellence in rural healthcare.

VALUES: Alexandra District Health staff work with each other according to the ADH values “**ADH CARES**”. The detail of these values is listed below and the behaviours expected against these values required when working for or representing ADH.

These values include:

Accessible:

- create a welcoming environment for all
- be responsive to community needs, inclusive of diversity
- provide information in a form that is easy to understand
- be responsive and creative to the changing needs of our community

Dedicated:

- go the extra mile for the people who attend our health service
- take pride in everything we do
- strive to do our best each and every time
- take action and find a solution to a problem

Holistic

- consider the treatment of the whole person, considering mental and social factors, rather than just symptoms of a disease
- consider all aspects of a person's health care journey
- strive to provide a complete service within our capabilities
- Work collaboratively to reach a desired goal

Compassionate

- be sympathetic and show care to patients, visitors and staff
- have empathy and make every effort to understand individual needs
- involve people in the decisions that affect them
- put ourselves in someone else's shoes

Accountable

- take responsibility for our actions
- ensure knowledge and adherence to ADH policy and procedures
- ensure we make decisions based on all relevant facts
- manage our resources to ensure an efficient health service

Respect

- value the worth of each and every person
- consider the views and ideas of others
- treat others how we expect to be treated
- maintain the privacy and confidentiality of others

Excellent:

- continuously strive to do better, learning from our mistakes
- be innovative in evidence-based healthcare
- strive to inspire and empower others
- do our best, each and every time

Safe:

- Ensure a safe health service for all patients, staff and visitors
- report issues of concern of risk and take action
- work within our scope of practice

- provide an inclusive environment for all.

OCCUPATIONAL HEALTH & SAFETY

All staff are expected:

- to comply with safety instructions in their work environment and to familiarise themselves with OH&S procedures. In addition, staff have the following responsibilities:
- to take reasonable care of their own health and safety as well as that of other people who may be affected by their conduct in the workplace.
- to seek guidance about new or modified work procedures.
- to ensure that any hazardous conditions are eliminated or minimised and that near misses and injuries are reported immediately to the supervisor.

If the role includes people management duties, these include the requirement to manage the health and safety of people under your control and support the actions contained in Alexandra District Health OH&S policies

SPECIAL REQUIREMENTS

- All staff will be required to satisfactorily complete a Police Records Check prior to commencing employment.
 - All staff will be required to have a Working with Children's Check
 - All Employees are required to advise the ADH People and Culture Department of any changes that may affect the current Police Records check status, and advise Management immediately.
 - Where an employee is required to drive a motor vehicle, each employee shall hold a valid driver's licence.
 - A completion of pre-existing injury or illness declaration will be required prior to appointment to a position.
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- All employees of ADH are bound to work according to the policies and procedures of Alexandra District Health, the Industrial Agreements that provide their terms and conditions of employment, any Scopes of Practice and professional codes of conduct established for your profession, the Code of Conduct for Victorian public sector employees and the provisions of the Fair Work Act, as amended from time to time.
 - All employees are required to familiarise themselves with these Policies and Procedures, Agreements, Scopes of Practice, Codes of Conduct and the relevant provisions of the Fair Work Act particularly those which relate to working harmoniously with other staff.
 - ADH is committed to promoting a culture of trust, integrity and honesty in the services it provides to its community, and in the administration of those services. To achieve the best health and wellbeing for its community, ADH needs to be able to provide support and services without fraud or corruption and reducing the ability or resources to achieve this goal.
 - All employees must comply with legislation, policies and lawful instructions in the performance of their work. All employees must report to their Manager, CEO or the People and Culture Department any workplace behaviour that violates any law, rule or regulation, or represents corrupt conduct, mismanagement of public resources, or is a danger to public health or safety, or to the environment.

I acknowledge:

- That I have read and fully understand the Position Description of the position.
- I agree that I accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- That ADH may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by: _____ (Date) _____

(Print Name)