

Position Description



Job Details

Job Title:	Speech Pathologist
Reports to:	Fairstart Team Leader
Group:	City Governance and Community
Position Number:	CL0133, CL0414, CL0415, CL0416
Grade:	5
Date:	November 2023
Objective Doc Ref:	

Position Purpose/Job Summary

This position is located in Children & Family Services, within the Fairstart Early Intervention Team, and is designed to support children with additional needs and their families and carers. The speech pathologist will be working within a multidisciplinary team, alongside other speech pathologists, occupational therapists, and specialist teachers. The speech pathologist will be required to provide assessment and intervention within a family-centered approach, focusing on optimising a child's participation and performance in their activities of communication and participation. This role requires the speech pathologist to have knowledge and experience working with children with a variety of delays, disabilities, and communication disorders, including autism spectrum disorder and global developmental delay.

The speech pathologist will work in partnership with families, early learning centres, schools and other stakeholders, to promote children's communication, development, and participation in their home and community life. A collaborative approach is essential in this role to ensure the effectiveness and sustainability of intervention across a child's natural settings. The speech pathologist may be required to conduct assessment and intervention within a range of settings including home, school, early learning centre and the clinic. A focus of intervention will be supporting building the capacity of families and educators and supporting them to be proactive in supporting the children's development within daily routines and settings.

The position involves

- regular contact with the children, their family and carers, their educators and teachers
- developing and maintaining written records and progress notes
- development of goals and programs, provision of resources and report, coordination of meetings and collaboration and other administrative tasks relevant to the project through which the child's support is funded
- consistent, timely and efficient use of the client management system, including completion and creation of client notes and support visit details
- working in collaboration with other relevant services both within and outside of the Council
- presenting training opportunities for parents and or staff

This is a 'Risk Assessed Role' according to NDIS guidelines

Selection Criteria - Knowledge, Skills, Qualifications and Experience required

QUALIFICATIONS

Essential:

- Bachelor of Applied Science –Speech Pathology or equivalent
- Current membership of Speech Pathology Australia (SPA)
- Certified Practising status
- Eligibility to obtain a Medicare provider number
- Current Driver's Licence
- Working with Children Check
- NDIS Worker Check

Desirable

- Accredited short courses eg: certification to run Hanen programs or other relevant courses for children, parents or educators
- Medicare provider number
- Current First Aid certificate
- Certificate IV in Workplace Assessment and Training

EXPERIENCE

Essential:

- Clinical experience working with children with communication disorders and mild, moderate to severe disabilities
- Experience working with young children in an inclusive setting (home, early learning, school or community)
- Experience in administering formal & informal assessments
- Experience in developing goals and support plans, and implementing sound evidence-based therapy programs across a diverse range of disorders
- Experience developing and implementing individual intervention programs with families and other professionals using a family-centred approach

Desirable:

- Experience supervising and coaching adults (family members and educators) in delivering client programs
- Knowledge of NDIS
- Experience working with clients from a CALD background
- Experience working with interpreters
- Experience working within a variety of service delivery models
- Experience working with Augmentative and Alternative Communication
- Experience working collaboratively with a multi-disciplinary team
- Experience working in an itinerant role
- Experience developing and providing training for adults
- Ability to supervise speech pathology students
- Ability to speak a relevant community language

Selection Criteria - Knowledge, Skills, Qualifications and Experience required

SKILLS AND KNOWLEDGE: Essential

Specialist knowledge and skills

- Sound knowledge of early communication development and disorders
- Knowledge of NDIS Practice Standards
- A working knowledge and understanding of the NDIS Code of Conduct in relation to practice and interactions with clients
- Understanding of human and legal rights of people with a disability and how to incorporate this in everyday practice
- Understanding the procedure and implementation of the National Insurance Disability Scheme (NDIS)
- A working knowledge of person and family-centred approaches to planning
- Knowledge of supporting children and families to engage in Community Participation
- Knowledge of supporting families in active and supported decision-making
- Application of specialist and evidence-based practice knowledge to assessment, implementation and evaluation of therapy programs
- Specialist therapy techniques derived from clinical theory and practice
- Skills in observing and recording using data collection formats and outcome measures (e.g. GAS goals)
- Imparting specialist knowledge of early communication development to early childhood services staff, parents, other professionals, and in the community
- Supporting specialised program implementation by families and other professionals/staff by training and mentoring them
- Report writing skills
- Ability to use specialised technology (e.g. AAC, stuttering rating) to support assessment and program implementation

Management Skills

- High level skills in organisation and time management
- Ability to maintain a caseload at the required level and use time efficiently and flexibly
- Ability to work in an unsupervised capacity
- Ability to support and supervise students
- Ability to manage stress in a positive manner

Interpersonal Skills

- Sensitivity and understanding of diversity issues, including respect for cultural and individual beliefs
- Professional presentation, with a friendly and approachable demeanor
- Genuine interest in clients and their welfare and progress
- Motivating and supporting others
- Collaboration and liaising skills with staff, parents, other professionals, and the community
- Confidentiality and ethical decision-making in line with professional responsibilities and Council values
- Excellent communication skills, both written and verbal, able to present complex information in a way that can be understood by others
- High-level customer service skills
- Flexibility around work hours and caseload

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Selection Criteria - Knowledge, Skills, Qualifications and Experience required

Desirable:

- Considerable relevant experience working as a speech pathologist with children
- Knowledge of current guidelines on health, hygiene, safety, and NDIS Practice Standards
- Knowledge of NDIS principles and rules
- Knowledge of community resources and services for children with communication delays/disorders and disabilities
- Local Government knowledge
- Public speaking skills
- Cross-cultural communication skills
- Experience supervising staff
- Other relevant qualifications

Key Accountabilities – Position Specific

1. Support and assist children

- Use observational skills, appropriate assessment tools, and collaboration with parents and staff to assess and understand the needs of individual children.
- Use specialised technology to assist in assessment and remediation of communication disorders.
- Develop effective individualised programs based on assessments and collaboration with families and staff for children with additional communication. Develop appropriate resources to extend the skills of children with communication needs
- Support inclusion of children with additional communication needs in early learning centres and schools
- Work with parents to support communication development at home.
- Work with families and early childhood services to support the introduction and use of augmentative and alternative forms of communication as appropriate.
- Work with individual children to assist the development of identified communication/speech skills and behaviours.

2. Support and assist families

- Follow family-friendly early intervention practices in accordance with the service's philosophy and business management plan.
- Develop individual Support Plans, in line with families' priorities and child's needs.
- Develop individual intervention programs in line with families' priorities and children's needs.
- Support skills, strategy, and knowledge development of families to implement appropriate intervention strategies with their children at home
- Work with families to support the introduction and use of augmentative and alternative forms of communication as appropriate.
- Share information with families to assist them to identify and access other early intervention and community services appropriate to their children's needs.
- Work with families to facilitate the transition of their children to other settings as required, including early learning centres, school and other therapy programs
- Develop and provide training for parents to develop knowledge about communication/speech development and skills in supporting children with additional communication/speech development needs.

3. Support, assist and train early childhood staff and school teachers

- Develop and share individual intervention programs with staff

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- Model elements of the program directly to staff to encourage implementation.
- Support staff to adapt the child’s environment according to their communication needs.
- Provide appropriate resources to support communication/speech development and inclusion of individual children.
- Develop and extend the existing skills, strategies and knowledge of staff
- Support the skill development of staff in the use of assistive technology to support the inclusion of individual children
- Recommend, support, and facilitate training of staff to develop appropriate skills, strategy, and knowledge.
- Develop and provide training for staff to develop knowledge and skills in supporting children with additional communication/speech development needs.

- **Communication and Administration**
- Develop and implement an effective case load management system, according to organisational requirements and standards
- Maintain effective and timely client file notes on the progress of individual children, effectively using the client management system
- Provide detailed reports as required.
- Provide regular reports and information as required by the organisation
- Compile and report monthly statistics on numbers of children and families receiving a service as required
- Liaise with parents, staff, other team members professionals and significant others in order to promote collaborative decision-making,
- Empower parents and work towards effective partnerships that achieve desired outcomes
- Communicate with parents in a way that respects and values individual differences, being sensitive to their culture and beliefs, their individual needs and priorities.
- Provide professionally presented reports to families, staff and other agencies as required
- Regularly monitor the Council's email system and respond in a timely manner.
- Maintain regular contact and collaboration, as required, with stakeholders
- Work effectively as a member of a multi-disciplinary team.
- Maintain own professional development.
- Keep up to date with current research in the fields of speech pathology and early childhood intervention.
- Develop networks with other services, including therapy providers, family support agencies and community supports
- Carry out administrative tasks as directed by the Team Leader.
- Use the Council email and other relevant administration systems applicable to the position.

Key Accountabilities – Core	
1.	Use Corporate IT Applications/Systems, ensuring compliance with Council standards and policies, to facilitate achievement of required outcomes.
2.	Comply with the requirements of the Council’s Work Health Safety Management System (WHSMS) and fulfill relevant WHS responsibilities as per WHS-01.1.1 Responsibilities, Authority and Accountability Guideline whilst employed by or acting on behalf of the Council
3.	Comply with the reasonable requests and directions of management whilst employed by or acting on behalf of the Council. This includes undertaking other tasks or duties that may be allocated from time to time
4.	Comply with Council’s Code of Conduct, policy and procedures whilst employed by or acting on behalf of Council

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5. All employees are required to treat colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions, as well as report any suspected case of discrimination or harassment that they witness. This requirement is in accordance with Fairfield City Council’s Values and commitment to equal employment opportunity and a workplace free of discrimination and harassment.

Reporting Relationships
Direct: Nil
No. of Indirect: Nil

Key Relationships	
1 Internal	
Communicating with	Nature of Communication
Manager Children & Family Services and Coordinators	As required for task allocation and general information sharing
Fairstart Team Leader	As required for task allocation and general information sharing
Supported Playgroups & Project staff	As required for information, maintenance requests etc.
BDS Admin Team	As required for information sharing, role modelling, training, support and assistance with children and families
Council Departments as required	
Early Learning Centre staff	
Key Relationships	
2 External	
Communicating with	Nature of Communication

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<p>Families, Early Learning Centre staff, School staff and support services staff</p>	<p>As required for information sharing, role modelling, training, support and assistance with children and families Referral interviews, information sharing, answering inquiries and concerns as received. Interactions with children and their peers during visits to children’s services to deliver and support individual programs.</p>
<p>Early learning centre staff and school staff</p>	<p>Information accessing and sharing, attending meetings, training and mentoring, negotiating therapy times, locations, transition to school, etc. information, attending meetings</p>
<p>Government and non-government Early Childhood Support services e.g. Community Health Services, Community Paediatrics, GPs</p>	<p>Information accessing and sharing, referrals, attending meetings (as required)</p>

Position Dimensions
<p>As per Delegation of Authority.</p>

Decision making Authority & Accountability
<p>Decisions made by self</p> <ul style="list-style-type: none"> ▪ The City Manager authorises you to take the actions required to make your workplace safe and to fulfil your WHS responsibilities in WHS-01.1.1 ▪ Required to follow policies, procedures and guidelines set by Council, Children and Family Services, Fairstart, the National Disability Insurance Scheme and any others as relevant ▪ Required to meet the standards of the Children and Young Persons (Care and Protection Act) 1998. ▪ Accountable for planning and management of time. ▪ Make decisions on a day to day basis in relation to case load management and intervention provided. <p>Decisions made in consultation</p> <ul style="list-style-type: none"> ▪ Make decision in consultation with Fairstart Team Leader on budget, staff and strategic issues. ▪ Recommending minor changes to the operational aspects of the Fairstart Early Intervention policies and procedures. ▪ Recommending a changed work place practice due to identification of research and best practice.

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Decisions referred to manager

- Long term planning for improvements to the sustainability of Fairstart Early Intervention

Problem Solving

The holder of this position is expected to possess the ability to analyse problems and determine a suitable course of action for issues that may arise in the execution of their day-to-day duties. Problems faced include developing and implementing an effective case load management system that meets the requirements of Council and funding bodies, dealing sensitively with children, families and staff issues, managing conflict and child protection issues.

As this role is itinerant, the incumbent is expected to provide services across a wide range of geographical settings and be able to manage their time and resources to a very high level. They are required to solve novel problems which may arise without being able to immediately consult a supervisor or colleague

The position requires organisational skills and the ability to deal with unpredictable situations with stakeholders and children with additional needs of a variety of ages (0 to 12 years).

Competencies

Performance in this role is also assessed on 'how' staff achieve their goals, based on the same behavioural expectations for all staff. An individual Work Plan, based on your position description will be established in partnership with your supervisor. Your supervisor will meet with you on a regular basis to ensure that you are performing as expected or assign some training to improve performance if needed.

Signature

Employee:	Signature	Date
Authorised by: (Manager)	Signature	Date