

## Alexandra District Health - Position Description

<b>Position Title:</b>	Speech Pathologist Grade 2
<b>Directorate/Team:</b>	Primary Health
<b>Classification/Award:</b>	Dependent upon qualifications and experience. Allied Health Professionals (Victorian Public Sector) Single Interest Enterprise Agreement 2021 – 2021.
<b>Date Approved:</b>	June 2021
<b>Approved by:</b>	Chief Executive Officer

### ALEXANDRA DISTRICT HEALTH

Alexandra District Health (ADH) is the major health service organisation within the Shire of Murrindindi and has a long and proud history in health related service provision to the area, providing inpatient and outpatient services including specialist medical services, operating theatre services, radiology, pathology and district nursing. In addition, the hospital delivers community health services including a wide range of allied health and health promotion services.

### ORGANISATIONAL RELATIONSHIPS

**Reports to:** Manager Primary Health

**Manages/Coordinates:** Not Applicable

### KEY RESPONSIBILITIES AND DUTIES

The Speech Pathologist is responsible for delivering outcomes of the principals and practices of Speech Pathology for children and their families, members of the community, residents of aged care facilities and inpatients of ADH.

The Grade 2 Speech Pathologist's role and responsibilities include:

- Provide high level Speech Pathology assessment, goal setting, intervention, education, advocacy and discharge planning for clients and their carers
- Develop and implement individual treatment and service plans (in consultation with the multidisciplinary team when required)
- Adapt practice to meet individual circumstances
- Liaise with peers, team members and external agencies to enhance continuity of care and high-quality service as required.
- Demonstrate core speech pathology competencies and maintenance of professional speech pathology skills and knowledge
- Provide support to, and facilitate engagement of families, carers, consumers and other service providers/agencies as appropriate in treatment planning and outcome review processes
- Demonstrate empathy with clients, carers, families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist
- Provide a range of direct clinical services relating to communication and feeding, including assessment, individual and group work, consultation to involved agencies and case management to clients with more complex needs
- Provide a range of speech pathology assessments and interventions appropriate to clients identified needs and provide speech pathology reports reflecting specialist knowledge
- Support external agencies through consultation to optimise the development of their client's communication and feeding skills

- May be required to visit clients in their home, school, early childhood centre, aged care facility or other locations within the Murrindindi Shire
- Other such duties as directed
- Evaluate the effectiveness of their own interventions
- Maintain up-to-date knowledge of, and liaison with, other community agencies to facilitate the linkage of clients with appropriate community resources as required
- Maintain appropriate clinical documentation
- Support Allied Health Assistants and students whilst on placement within ADH (as appropriate based on experience levels)
- Participation in the ADH Quality Improvement Program

## **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/or 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 people with a disability.

## **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
- Demonstrated commitment to ongoing professional development, and the ability to share knowledge and skills.
- The ability to work independently within scope of practice without close supervision. ,
- Be able to appropriately manage time and workload is essential.
- Current Victorian Drivers Licence
- Current Working with Children's Check and Police 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)