

Position Description

Locum Speech Pathologist

Award & grade:	Victorian Stand Alone Community Health Centres, Health Professionals Multi-Employer Enterprise Agreement 2012 – 2016 Speech Pathologist Grade 2
Salary range	\$72,810 to \$81,897 p.a. pro rata dependent upon experience
EFT	0.4 EFT
Reporting to	Program Manager Allied Health
Accountable to	General Manager, CEO
Tenure	3 months
Direct reports	Nil
Location	Lennox St and other NRCH sites as requested
Date issued	May 2017

Organisation Profile

North Richmond Community Health (NRCH) is committed to making healthcare more accessible and culturally relevant. Our community health centre in Richmond provides a range of medical, allied health, dental and community services to clients from all backgrounds. We also provide specialist health services in other parts of Victoria, and work with health, government and community services around the country.

Position Objective

The Speech Pathologist will be responsible for providing assessments and a comprehensive pre-school speech pathology service to the community, including health education and health promotion.

Key Responsibilities

- Provide high quality, evidence based Community Paediatric Speech Pathology services and health education.
- Maintain and complete client health records and statistical/program records in keeping with the organisation's policies.
- Refer, consult and liaise with other staff within the organisation and local agencies to ensure a holistic, multi-disciplinary approach to healthcare provision.

- Provide Kindergarten and other outreach services as required to meet needs of target population.
- The position may include supervision of students.
- Provide health education and promotion activities aimed at maximising good health and preventing illness in accordance with program development and evaluation strategies.
- Contribute to development & review of priorities, policies and procedures for the Speech Pathology service.

Key Capabilities

Client experience

1. Community relations

- Is sensitive to clients' heritage, traditions and identity.
- Actively listens to clients and passes on relevant information accurately and appropriately
- Responds in a prompt and sensitive manner to clients' requests so that the client feels supported and accepted.
- Maintains basic awareness of current community issues.

New and Different Approaches

1. Accountability

- Seeks feedback to ensure work is consistent with expectations.
- Is committed to own professional and personal development.

2. Ethics

- Observes Code of Conduct, behaves ethically and seeks assistance with ethical dilemmas

3. Program Development

- Actively participates in team activities.
- Performs own roles and responsibilities efficiently to contribute to program objectives

4. Learning and Development

- Identifies own skills and skill needs in consultation with supervisor

5. Innovation

- Uses technology and software applications effectively in accordance with task requirements
- Identifies opportunities to do things better, develops ideas with others and assists with the implementation of routine changes.

Working in Partnership

1. Change Management

- Maintains a positive approach to change and adapts to new or different ways of working

2. Partnerships and Collaboration

- Builds collaborative relationships with the relevant people at NRCH.

Key Selection Criteria

Essential skills & experience

- Significant Experience as a Paediatric Speech Pathologist in a Community Health environment.
- Demonstrated specialised knowledge in the area of Paediatric Speech Pathology for 0 to 5-year-old children with specific speech and language difficulties.
- Experience working with culturally and linguistically diverse communities and interpreters.
- Experience supervising Speech Pathology Students would be an advantage.
- Ability to independently manage a Speech Pathology Caseload.
- Experience participating in service planning and evaluation.
- Demonstrated ability to work within a multi-disciplinary team environment.
- Well-developed MS Office skills and experience using statistical databases. Including Trak
- Excellent written communication skills, including experience writing reports and other clinically related material.

Essential attributes

- Strong clinical problem solving capabilities, including goal setting within a Goal Directed Care Planning framework
- Clinical Leadership skills
- Ability to be flexible
- Effective time management skills
- Open and inclusive interpersonal and communication style
- Ability to respond appropriately if situations of conflict arise
- Able to use initiative and work autonomously

Qualifications \ Registration requirements

- Bachelor of Speech Pathology or equivalent
- Practising member of Speech Pathology Australia with preference given to members on the Professional Self-Regulation (PSR) Program
- Current Victorian Driver's Licence

Internal Training Requirements

Topic	Timeframe for completion
OHS Induction	3 months
Hand Hygiene	3 months

Responsibilities and conditions of employment

All employees of North Richmond Community Health are required to follow specific common conditions of employment as outlined in the NRCHL Policy and Procedures Manual. Key responsibilities and conditions include

- Employment terms and conditions are consistent with National Employment Standards and relevant awards/agreements. Salary is set commensurate with funding, award/agreements, sector expectations and individual skills/experience relevant to the role.
- Employees are expected to conduct themselves in a manner consistent with organisation's Code of Conduct, Scope of Practice, Employment Contract, Cultural Competency standards and all other policies and procedures.
- NRCH is committed to creating a child-safe environment and to the participation and empowerment of children. NRCH has zero tolerance of all forms of child abuse and all allegations and safety concerns will be treated very seriously. All NRCH staff and volunteers are required to contact authorities when they are worried about a child's safety. If you believe a child is at immediate risk of abuse contact 000.
- Employees are expected to participate in the NRCH risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identify opportunities for continuous improvement in the workplace through communication and consultation with managers and colleagues.
- Employees are expected to contribute positively to a safe workplace by reporting hazards and incidents immediately to an OHS representative, committee member or manager. Employees must behave in a manner that fosters safe working practices.
- Adhere to NRCH infection control policies and procedures.
- Regular working hours will be negotiated but will be within operational hours. From time to time, some out-of-hours work may be required. Employees are expected to present for work on time, and follow notification guidelines when ill or late for work.
- Appointment is subject to a six-month probationary period, wherein performance will be reviewed prior to the expiry of the probationary period and an ongoing employment decision will be communicated.
- Performance is reviewed formally on an annual basis and all staff will have responsibility for an individually tailored work plan. All position descriptions are open to periodic review by management in consultation with staff.
- NRCHL provides a smoke-free environment, including within vehicles.
- The staff member may be required to perform other duties as directed, in accordance with training, skills and experience.

Further Information

For enquiries relating to this position, contact:

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