

# Position Description

<b>Position Title</b>	Speech Pathologist
<b>Division</b>	Primary Health
<b>Classification Grade and Level</b>	Speech Pathologist Grade 2
<b>Enterprise Agreement / Award</b>	Victorian Stand-Alone Community Health Centres, Health Professionals Multi-Employer Agreement 2017-2021
<b>Employment Details</b>	Permanent Part-Time (0.9 EFT)
<b>Reports To</b>	Team Leader, Child Health and Development Team / Program Manager Allied Health
<b>Ordinary Location</b>	Lennox Street, Richmond
<b>Vaccination Status</b>	Current and compliant with the Victorian Health Care

## Organisation Profile

**North Richmond Community Health (NRCH)** is committed to making healthcare more accessible and culturally relevant. It works with community members to support social justice principles which afford all people the right to dignity, respect, and the highest quality of care. With the recent addition of Victoria's first Medically Supervised Injecting Room, NRCH is dedicated to combating stigma and discrimination experienced by people who use drugs, and improving their quality of life.

NRCH 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.

Website Information: [www.nrch.com.au](http://www.nrch.com.au)

## Position Purpose

The Speech Pathologist works with other members of the paediatric team to provide a multidisciplinary service to help children achieve meaningful participation in their everyday settings. The Speech Pathologist will be responsible for providing assessments and therapy as part of a comprehensive pre-school speech pathology service to the community, including health education and health promotion.

## Key Responsibilities/Skills

- 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 development in accordance with program development and evaluation strategies.
- Contribute to development and review of priorities, policies and procedures for the Speech Pathology service.

## Key Capabilities

### Communication:

- The ability to present information clearly and persuasively and seek out the ideas and views of others.
- The capacity to communicate appropriately in a variety of settings, while being consistently professional, concise and engaging.
- The ability to present well-constructed written communication.

### Decision making:

- The ability to coordinate information from a variety of sources; identify, define, and analyse operational problems and situations and anticipate potential roadblocks.
- Solutions focussed approach to problem solving.

### Leadership:

- The ability to inspire and guide individuals including the meaningful link between NRCH's Strategic plan and the individual's role in day to day operations.
- The ability to build capacity within the team s to develop and strengthen specific knowledge and skills needed to provide quality client care and promote self-responsibility for learning.

### Teamwork:

- The ability to collaborate with colleagues to seek solutions that are beneficial to all groups as well as forge successful teams among individuals with diverse perspectives and skills.

### Action Management:

- Ensure the timely delivery of initiatives, prioritise issues and organize activities to optimize outcomes.

### Interpersonal Relations:

- Understand the importance of fostering positive relationships with co-workers and relevant external organizations.
- Treat all stakeholders with dignity, respect and fairness. Strive to alleviate any negative impact of decisions on people.
- Deal with differences of opinion fairly before they escalate into conflict and seek common ground among individuals when opinions differ.

### Client Focus:

- The ability to identify and respond to the needs of the community.
- An understanding of the social model of health, clients' rights and responsibilities, health promotion and community participation concepts and the ability to integrate these concepts into action within the Program.
- Actively implements and seeks client feedback in line with organisational Client Feedback policy.
- Engages consumers in planning, design, delivery and measurement and evaluation of systems and services.

### Personal:

- At all times, maintain a standard of conduct, reflective of the NRCH Code of Conduct, and those of relevant professional codes.
- Set annual goals for themselves in conjunction with the General Manager and participates in their own annual Performance Management.
- Maintain an effective personal professional development plan.

Qualifications	
Essential	Bachelor of Speech Pathology or equivalent
Desired	Postgraduate studies
Professional Membership(s)	Practising member of Speech Pathology Australia with preference given to members on the Professional Self-Regulation (PSR) Program
Experience	
Essential	<ul style="list-style-type: none"> <li>Minimum two years' experience as a Paediatric Speech Pathologist in a Community Health environment and / or experience with providing speech pathology services for participants in the National Disability Insurance Scheme - Early Childhood Early Intervention.</li> </ul>
Preferred	<ul style="list-style-type: none"> <li>Experience supervising Speech Pathology Students would be an advantage</li> </ul>
Key Selection Criteria	
<ol style="list-style-type: none"> <li>Demonstrated specialised knowledge in the area of Paediatric Speech Pathology for 0 to 6-year-old children with specific speech and language difficulties</li> <li>Sound understanding of the principles of the Community Health Program and the National Disability Insurance Scheme</li> <li>Experience providing Speech Pathology services in individual, group and consultative models</li> <li>Demonstrated ability to work within a multi-disciplinary team environment</li> <li>Ability to independently manage a Speech Pathology caseload</li> <li>Experience working with Culturally and Linguistically Diverse communities and interpreters</li> <li>Experience participating in service planning and evaluation</li> <li>Well-developed MS Office skills and experience using statistical databases</li> <li>Excellent written communication skills, including experience writing reports and other clinically related material</li> </ol>	
<p><b>Appointment is subject to:</b></p> <ul style="list-style-type: none"> <li>Successful National Police Check</li> <li>Evidence of current Working with Children Check</li> </ul> <p><b>Physical Demands of the role:</b></p> <ul style="list-style-type: none"> <li>Sitting for long periods of time</li> <li>Frequent walking and moving through stairs in the building</li> <li>Ability to work under moderate pressure;</li> <li>Ability to adapt to change in the workplace;</li> <li>Working with clients who are distressed / uncooperative / unpredictable.</li> </ul>	

### Internal Training Requirements

Topic	Timeframe for completion
NRCH Code of Conduct	3 months
Bullying and Harassment for Leaders	3 months
Cultural Competency	3 months

Hand Hygiene	3 months
Child Safety	3 months
Social Media	3 months
Cybersecurity	3 months
Occupational Health and Safety	3 months
Conflict Negotiation	3 months
Aboriginal Cultural Safety	3 months

All NRCH appointments must:

- 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.
- Create and provide 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.
- 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.
- 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.
- Present for work on time, and follow notification guidelines when ill or late for work or applying for leave.
- Be 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.
- Participate in annual performance reviews where 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.
- Participate in NRCH Accreditation processes as required;
- Work in the guidelines of the NRCH smoke-free environment, including within vehicles.
- Be willing to perform other duties as directed, in accordance with training, skills and experience.

**Further Information**

During Covid-19 restrictions, this position will involve working from home. A suitable home office set-up will be required for the temporary working from home arrangement.



For enquiries relating to this position, contact the People & Culture Team on [workforus@nrch.com.au](mailto:workforus@nrch.com.au).

*I understand and have read the above position requirements and hereby declare that I am:*

- 1. suitably qualified and experienced to undertake the duties described herein; and*
- 2. physically able to undertake the duties herein described without modification.*

\_\_\_\_\_  
**SIGNATURE**  
**[INSERT NAME]:**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**DATE:**

## Job Demands Checklist

North Richmond Community Health endeavours to provide a safe working environment for all staff. The table below describes the demands and risk factors associated with this job. Applicants must review this information to ensure they can comply with these requirements. Successful applicants will be required to sign the acknowledgment at the end of the position description to confirm their ability to perform the job demands of this position.

Frequency definitions:	
<b>I = Infrequent</b>	Activity may be required very infrequently
<b>O = Occasional</b>	Activity required occasionally, not necessarily all shifts
<b>F = Frequent</b>	Activity required most shifts, up to 50% of the time
<b>C = Constant</b>	Activity that exists for the majority of each shift and may involve repetitive movement for prolonged periods
<b>N/A = Not Applicable</b>	Activity not performed

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
<b>Physical Demands</b>						
Sitting	Remain seated to perform tasks				x	
Standing	Remain standing to perform tasks				x	
Walking	Periods of walking required to perform tasks				x	
Bending	Forward bending from waist to perform tasks		x			
Kneeling	Remaining in a kneeling position to perform tasks	x				
Lifting/Carrying	Light lifting and carrying		x			
	Moderate lifting and carrying		x			
	Assisted lifting (mechanical, equipment, person assist)	x				
Climbing, Working at Heights	Ascending and descending ladders, steps, scaffolding					x
Pushing/ Pulling	Moving objects e.g. trolleys, beds, wheelchairs	x				
Reaching	Arms fully extended forward or raised above shoulder	x				
Crouching	Adopting a crouching posture to perform tasks					x
Foot Movement	Use of leg and/or foot to operate machinery					x
Head Postures	Holding head in a position other than neutral (facing forward)	x				
Fingers/Hand/ Arm Movement	Repetitive movements of fingers, hands and arms e.g. computer keyboarding				x	
Grasping/Fine Manipulation	Gripping, holding, clasping with fingers or hands	x				
Driving	Operating a motor vehicle e.g. Use of hospital cars, deliveries, visiting clients, tractor, ride on mower, forklift, bus etc.		x			
Using role specific tools/equipment	Floor Polishing Machines, Floor Scrubbing Machines and Vacuums					x

Aspects of Normal Workplace		Frequency				
Demands	Description	I	O	F	C	N/A
Psychosocial Demands						
Distressed People	Highly emotional people crying, upset, unhappy, depressed. E.g. Emergency or grief situations		x			
Aggressive/ Unpredictable People	Raised voices, yelling, swearing, arguing. E.g. Drug/alcohol, dementia, mental illness		x			
Exposure to Distressing Situations	E.g. Child abuse, delivering bad news, viewing extreme injuries, viewing deceased		x			
Environmental Demands						
Security Concerns	Concerns about safety and security of self, accessing and leaving work, performing duties		x			
Noise	Environmental/background noise necessitates people raising their voice to be heard		x			
Confined Spaces	An enclosed or partially enclosed space that is not designed or intended primarily to be occupied by a person					x
Biological Hazards	E.g. Exposure to body fluids, bacteria, infection diseases requiring PPE	x				