

POSITION DESCRIPTION

Speech Pathologist

POSITION TITLE	Speech Pathologist
RESPONSIBLE TO	Program Manager
SALARY AND CONDITIONS:	Health Professionals & Support Services Award 2010 – Above Award pay and conditions
DATE REVIEWED	March 2025

OVERVIEW - EARLY CONNECTIONS – COFFS COAST INC.

Early Connections – Coffs Coast is a not-for-profit community-based organisation. We are a Children's Charity and a registered NDIS service provider, operating on the Coffs Coast for over 40 years. Our Program delivers Early Childhood Intervention incorporating Early Childhood Education, Early Childhood Development and Therapy Supports to children who are living with a disability or a developmental delay and their families.

Our mission is to provide a high-quality program, which works in partnership with families and the community to improve each child's participation in inclusive mainstream environments on the Coffs Coast. *Early Connections-Coffs Coast* adopts a family-centred approach. We understand how important it is to work in partnership with families, as it gives families choice and control when supporting their child. To support this partnership, client families are allocated a *Key Worker* and a *Team around each Child*. This consistent team builds trusted relationships with the child and families, which in turn can create optimum environments for learning, early childhood development and achieving their NDIS goals.

ROLE PURPOSE and SUMMARY

- The core purpose of this role is to deliver speech pathology interventions and treatments to children 0 - 6 years.
- The Speech Pathologist will be a member of the Early Connections – Coffs Coast (EC-CC) team and work within a Transdisciplinary team model to provide services to families and children accessing our Program.
- This position places families at the centre of their work and values all family members as part of the team around each child.
- This position works within the team under the administrative supervision of the Program Manager and Senior Speech Pathologist.
- Clinical supervision is provided by a Senior Speech Pathologist or an external provider as required.
- The position includes components of both administration, professional development and clinical time per week.
- This position will ensure compliance with NDIS funding Legislation and EC-CC policies and procedures.
- This position follows team processes and procedures with opportunities to contribute to ongoing development of the role/program.
- This position works collaboratively, and shares the responsibilities of evaluating, planning and implementing supports to children and families with other Early Childhood Intervention professionals on the team.
- This position places families at the centre of their work and values all family members as part of the team around each child.

KEY ACCOUNTABILITIES

1. Maintain high quality professional relationships with children, families and the community.
2. Commitment to building connected relationships and welcoming environments for all children, client families.
3. Provide expertise, professional advice, knowledge and skills relating to Speech Pathology to clients and the transdisciplinary team.

4. Experience delivering Early Childhood Intervention models with strategies to observe, assess, plan, implement and evaluate a child's development to meet each child's goals and aspirations.
5. Knowledge of child development and early intervention, using a family centred, strengths based and culturally responsive approach, and the research that underpins it.
6. Demonstrated ability to work independently and as a member of a collaborative team, including the ability and willingness to seek advice and information around best practice to achieve positive outcomes.
7. Demonstrated ability to integrate programs into everyday routines and environments including home, school, early childhood education settings and community venues.
8. Ensure all your work is completed and recorded in a timely fashion.
9. Ensure appropriate administrative & client records are kept in accordance with *Early Connections – Coffs Coast* policies, professional standards and NDIS Legislation.
10. Monitor and maintain weekly / monthly targets for caseloads and billable hours. (frequency negotiated based on skills and experience)
11. Effectively provide information to client families, and community stakeholders in relation to *Early Connections – Coffs Coast* and our programs.
12. Maintain relationships with key community partners and stakeholders who assist families to access mainstream resources and services within our community.
13. Meet the requirements of the position via supervision and the annual work review process.
14. All duties and tasks are subject to change upon management's discretion and in accordance with staff supervision outcomes

QUALIFICATIONS AND EXPERIENCE

1. Degree qualifications in Speech Pathology and current professional registration
2. Excellent interpersonal, oral/written communication and time management/ organisational skills
3. Demonstrated computer competency using CRM systems and Microsoft suite
4. Driver's licence and use of own comprehensively insured, reliable car
5. Current Working with Children Check and NDIS Worker clearance
6. Current First Aid Certificate (including anaphylaxis and asthma) and CPR certificate
7. Knowledge of the National Disability Insurance Scheme
8. Experience working in partnership with families

DUTIES AND REPOSIBILITIES / KEY FUNCTIONS

SERVICE DELIVERY

1. Assess children's development as required/requested using standardized assessment tools and other recognized assessment procedures.
2. Provide expertise, professional advice, knowledge and skills relating to Speech Pathology to clients and the Trans-Disciplinary Team.
3. When deemed appropriate, assume the role of Key Worker for assigned families. In this role, provide support and organise, with each family, Routine Based Interview (RBI), development of Initial Service Plans, Team around the child meetings and a schedule of appointments. In this role deliver an individual program using transdisciplinary skills.
4. Develop and deliver individual programs for client children.
5. Provide individual therapy sessions and program recommendations as necessary in the role of consultant.
6. With other relevant Team members, design and implement programs for small group sessions (when appropriate).

7. Build confidence and competence of families in promoting child development and participation in their local community, to enhance each family's capacity.
8. Establish and maintain a network of community contacts relevant to families with young children who have developmental delay.
9. Liaise with other Allied Health, medical and therapy services identified by client families, including Paediatricians, GP's, and Therapists.
10. Communicate effectively and advocate for children with Teachers and Educator teams, across a range of early childhood education and care settings to facilitate collaboration and implementation of individual developmental programs and successful inclusion.
11. Establish relationships and maintain connections with relevant / aligned services. Be familiar with referral processes and support families to access relevant services as required.
12. Participate in group sessions and use this avenue as a medium to connect with families, as required.
13. Facilitate parent information sessions.
14. Advocate for families with other services as required.
15. Provide information and education to families and other relevant personnel as part of the Early Connections-Coffs Coast Team.
16. Travel to appointments throughout the Coffs Coast and the Bellingen shire and surrounding districts as required.
17. Undertake other related duties that may arise from time to time, or as directed by the management team.

REPORTS, CASE NOTES AND ADMINISTRATION

1. Monitor and maintain the CRM with timely, comprehensive, confidential files for each client family.
2. Prepare written reports on children's development and functioning for families, parents, partnering services and other relevant professionals.
3. Maintain a schedule of Service Plans / service reports and case notes – A Service Report at least one per month / case notes after each appointment / Initial Plans, Progress Plans, Final Plans as required throughout the year.
4. Monitor and document each client child's progress, in relation to Service Plan stated goals, following every occasion of service for the purpose of evaluation and future planning.

WORK WITHIN A LEGAL AND ETHICAL FRAMEWORK

1. Comply with Early Connections - Coffs Coast policies and procedures.
2. Understand and follow licencing, legislation and regulations relevant to the sector.
3. Understand and comply with all NDIS Government regulations, service provider obligations, legislation, practice standards and requirements at all times.
4. Cooperate with the management team, government or other authorised bodies in the provision of requested information, except insofar as no information of a confidential nature shall be made available without proper authority.
5. Follow child protection guidelines and understand and report any issues to the manager immediately where there are reasonable grounds to suspect that a child is at risk of harm.
6. Work ethically and in alignment with the NDIS Code of Conduct, NDIS Practice Standards, and the Australian Early Childhood Intervention Code of Ethics.
7. Maintain and ensure confidentiality and ensure that the *Access to Confidential Information Policy and Procedure* is followed at all times.

PARTICIPATE IN THE WORK ENVIRONMENT:

1. Establish and maintain positive working relationships with colleagues which are based on the organisation's values including empathy, inclusion, adaptability, respect, acceptance and integrity.
2. Contribute to the effective operation of the service by supporting colleagues through clear communication, sharing of information, participating as a team player and working cooperatively with others.
3. Attend and contribute to regular team planning days, team meetings and team around the child (TAC) meetings in order to assist in the facilitation of effective communication, staff development and discussions on management practices.
4. Reflect on own work performance and develop and evaluate professional goals.
5. Participate in the planning process for the future direction of the Program.
6. Provide support, coaching and mentoring for new and junior team members.
7. Keep up to date with current research in ECI and Speech Pathology. Participate in relevant on-going professional development and training programs.
8. Practice office etiquette and professional tidiness, see the Team member booklet for more information.
9. Proactively follow all WHS policies and procedures for all workplace environments.
10. Monitor and maintain the building and all other work environments for safety and ensure risks are minimised.
11. Perform other duties specified by the management team from time to times, as required.

COMMUNITY PARTNERSHIPS

1. Contribute to the development of community awareness of the needs and rights of all children, particularly those with developmental delays and diagnosis.
2. Cultivate positive relationships with community groups and networks.
3. Maintain a positive professional reputation and act as an ambassador for Early Connections - Coffs Coast.
4. Participate in educational talks and workshops for community groups and families as required.

WORK, HEALTH AND SAFETY

1. Work with due care and consideration to safeguard your own health and safety and the health and safety of others in compliance with all relevant Early Connections - Coffs Coast policies and procedures.
2. Comply with all safe work practices and procedures set in place by management and observe all instructions issued to protect your health and safety and the health and safety of others.
3. Report all workplace accidents, incidents, near miss incidents and hazards to the management team. Implement immediate action for identified hazards when able to do so.
4. Participate in workplace WHS inspections and drills.
5. Ensure that all workspaces and equipment is respected and maintained to an optimal level of safety

PHYSICAL REQUIREMENTS

1. To organise a pleasant, welcoming and safe environment for children, families and staff.
2. To undertake the physical duties involved in working within an ECI setting on a daily basis - including lifting loads of no more than 16kg, bending, squatting, pushing, pulling, trunk twisting, kneeling, standing and sitting for duration.
3. Heavy loads should always be lifted with mechanical assistance or team lifting.

CHALLENGES

POSITION DESCRIPTION

Speech Pathologist

1. Managing a diverse workload requiring initiative, high level organisational skills and excellent verbal and written communication and relationship building skills.
2. Maintaining monthly billable hours targets.
3. Meet the requirements contained in Position Description and the annual work plan

DECISION MAKING

1. The position has responsibility for making decisions on Speech Pathologist and Key Worker functions, and these decisions will be informed by discussions and consultation with the Management team and Senior Therapists as required.

KEY COMMUNICATIONS / INTERACTIONS

1. All team members and the management team
2. Families, children and carers on a daily basis
3. The local Early Childhood Education network
4. Aligned Allied Health services
5. The local community when necessary
6. Students and visitors
7. Regulatory bodies as required

POSITION DESCRIPTION DECLARATION

I have read the inherent job requirements and job demands for the position of Speech Pathologist / Key Worker. I understand and accept the duties and responsibilities of this job description.

EMPLOYEE DETAILS

NAME

SIGNATURE

DATE

MANAGER DETAILS

NAME

SIGNATURE

DATE