

**Job Description**

**Job Title: Specialist Speech and Language Therapist**

**Responsible to: All directors**

**Organisational / Staff Chart:**

**Amy Constant**

**Director**

**Highly Specialist Speech & Language Therapist**

**Rachel Littlejohn**

**Director**

**Highly Specialist Speech & language Therapist**

**Aimee Marshall**

**Office Manager**

**Debra Collins**

**Director**

**Highly Specialist Speech & Language Therapist**

Specialist Speech and Language Therapists

**3 x Adminstrative Assistant / SLTA**

**Overview of the Post:**

The Specialist Speech and Language Therapist will be responsible for the assessment, diagnosis and the provision of intervention to children referred to The Communication Workshop Ltd in the clinic at 95 High Street Orpington, Nurseries, and school settings as appropriate.

**Key Task and Responsibilities:**

* To demonstrate specialist knowledge underpinned by current evidence based practice
* To work independently and manage a caseload, seeking support as needed.
* To make specialist clinical decisions following assessment and discuss future management with parents / carers
* To demonstrate excellent organisational skills
* To Identify person / professional development evidenced by professional portfolio as identified in supervision and professional interest.
* To attend relevant mandatory training
* To attend relevant training and development in order to maintain and develop skills and knowledge required of a specialist therapist and maintain up to date HPC and RCSLT registration.
* To have a working knowledge of relevant procedures including: safeguarding Children, SEN procedures and other legal frameworks.
* To be accountable for own professional action and recognise own professional boundaries through interpretation of clinical/professional policies
* To maintain intense concentration in all aspects of patient management for prolonged periods. In particular, to monitor auditory, visual and kinaesthetic aspects of client’s communication, adapting and facilitating according to perceived client needs including cultural and linguistic differences
* To be flexible to the demands of the environment including unpredictable work patterns, deadlines and frequent interruptions
* To maintain sensitivity at all times to the emotional needs of clients and their carers, in particular when imparting potentially distressing information regarding the nature of their child’s difficulties and implications of the same
* To maintain sensitivity at all times to the emotional needs of the client, carer and colleague when managing distressing situations such as child protection issues and exposure to terminal illness

**Management responsibilities**

* To advise line manager on issues of service delivery including shortfall, service pressures etc within the team
* To assume delegated tasks as requested by line manager, including leading working groups within area of service, attending multi-professional meetings relating to the service
* To identify and meet training priorities of other professionals within client group
* To monitor stock levels in own team and request new equipment as appropriate
* To be responsible for the security, care and maintenance of equipment, ensuring standards of infection control and safety are maintained – including equipment loaned to clients
* To explain the role of Speech and Language Therapists to visitors, students and volunteers
* To be accountable for own professional action and recognise own professional boundaries, seeking advice when appropriate

**Leadership**

* To be a support for the induction of new staff within the team
* To promote reflective practice within team
* To provide student placements, including assessment of the placements as appropriate
* To advise and support colleagues on a range of clinical issues and facilitate their own problem solving skills

**Clinical**

* To provide specialist communication assessment
* To develop and implement highly specialist programmes of care and treatment to meet the needs of clients
* To write reports reflecting specialist knowledge
* To provide appropriate specialist intervention and evaluate outcomes
* To ensure that patients are involved in the planning and prioritisation of their care plans wherever possible
* To adapt practice to meet individual client’s circumstances, including due regard for cultural and linguistic differences
* To demonstrate high level of clinical effectiveness by use of evidence based practice and outcome measures
* To demonstrate advanced skills in dealing with complex issues to generate appropriate strategies for caseload and workload management of self and others
* To make a differential diagnosis on the basis of evidence from assessment, seeking advice when appropriate
* To develop clear care plans based on best practice
* To target training (formal and informal) appropriately to the needs of course participants
* To reflect on and evaluate training provided
* To use specialist knowledge to inform sound clinical judgements / decision making for case management
* To demonstrate skills in handling clients with disabilities
* To maintain up to date and accurate case notes in line with RCSLT professional standards and local trust policies
* To have basic computer skills to include the ability to use the internet effectively to include managing emails and accessing information as appropriate
* To use the computer to write memos, letters and reports and use software to make resources as appropriate
* To share information with others, observing data protection guidelines
* To demonstrate the ability to manage children with challenging behaviours including the application of appropriate management strategies
* To develop training packages demonstrating specialist knowledge

**Communication**

* To communicate complex condition related information from assessment to clients, carers, families and other professionals
* To negotiate with others around service issues, caseload management within the team
* To work closely with clients, carers and families, agreeing decision making relevant to the patient/client management
* To demonstrate empathy with clients, carers and families and colleagues, ensuring that effective communication is achieved, particularly where barriers to understanding exist
* To develop relationships in area of responsibility
* To demonstrate skills in motivating clients and/or carers to engage in the therapeutic process
* To demonstrate established negotiation skills in the management of conflict across a range of situations
* To form productive relationships with others who may be under stress and/or have challenging communication difficulties
* To employ excellent communication skills
* To reflect on auditory, visual and kinaesthetic aspects of client’s communication and to identify appropriate strategies to facilitate and enhance communicative effectiveness
* To negotiate with carers, clients, staff and others around individual case management
* To recognise potential breakdown and conflict when it occurs and generate protentional solutions
* To write reports reflecting highly specialist knowledge

**Confidentially:**

All staff must maintain the confidentiality of information about patients, staff and visitors associated with our services.

**Infection Control:**

All staff who work directly or indirectly with client care must ensure use effective infection control measures such as wiping toys, regularly washing hands and using hand sanitiser to reduce spread of infection within the clinic / team.

**Equality, Diversity and Human Rights:**

All staff must treat all colleagues, service users, carers and members of the public with respect and dignity regardless of their gender, age, race, religious beliefs, nationality, ethnic origin, social background, sexual orientation, marital status, disability.

**Health & Safety:**

Health and safety is everyone’s responsibility. All staff should adhere to the Health & safety at Work Act (1974) to maintain a safe working environment for all.

**Safeguarding Children:**

Safeguarding children is everyone’s responsibility. The welfare of children should be your paramount consideration at all times. In cases of suspected abuse or neglect the well being of the child will precedence over any obligation to the parent or carer. All staff are required to attend mandatory safeguarding children training.

**Financial Management & Control of Resources:**

All staff are responsible for the security and the property belonging to The Communication Workshop Ltd, avoiding damage, loss and being economical and efficient in the use of resources. Resources are only to be used for clients of The Communication Workshop Ltd, unless prior permission is granted from a director for any resources to be used outside of our client group.

**Personal / Professional Development Planning / Mandatory Training**

All staff should maintain their Continuing Professional Development through a range of modes. Mandatory training regarding first aid, safeguarding, and any other relevant training.