

Position Description

Our Commitment

Engage Speech Therapy is committed to providing and maintaining quality speech pathology services to every client, every time.

Position Title	SPEECH PATHOLOGIST – Early Career		
Direct Reports:	0	Operationally & Professionally reports to:	Engage Speech Therapy Director

ABOUT ENGAGE SPEECH THERAPY

Engage Speech Therapy is a mobile private practice providing communication and swallowing intervention for paediatric and adult clients. We work with private, NDIS and DVA clients covering the Eastern, Northern and South Eastern suburbs in Melbourne in addition to telehealth services. The core values driving Engage Speech Therapy include:

- **Client's first** – therapy is driven by each client's individual goals.
- **Excellence** – every client receives evidence-based intervention supporting them to achieve their goals. Staff are provided regular access to ongoing professional development and supervision to ensure skills remain up-to-date.
- **Collaboration** – we work with a client's team and their family to maximise therapeutic outcomes.
- **Respect** – every person is of value. Every voice is to be treated with dignity and kindness.

Be part of an organisation that cares.

We are committed to investing a portion of our profits back into our local community. We do this through two avenues:

- **Humanitarian Commitment:** at least two (2) % of profits are donated to the humanitarian organisation, ADRA. ADRA run a number of community projects in Melbourne including Vive Café in Croydon. Vive Café provide a free, nutritious three-course sit down meal every Thursday night to the disadvantaged and socially isolated people in Melbourne.

- **Environmental Commitment:** at least one (1) % of profits are donated to Nature Glenelg Trust. Nature Glenelg Trust is a not-for-profit organisation that restores previously degraded wetlands in the southern regions of Australia.

POSITION SUMMARY & ROLE PURPOSE

The Speech Pathologist is responsible for providing excellent, evidence-based speech pathology intervention to clients under a broad range of swallowing and/or communication disorders. The clinician will provide speech pathology intervention in a variety of community settings, working collaboratively with other external members of the multidisciplinary team to provide service for clients under the National Disability Insurance Scheme (NDIS). Working with participants of the NDIS shifts the focus of service delivery so that services are built around people and tailored to their unique needs and aspirations.

KEY ACCOUNTABILITIES/RESPONSIBILITIES:

Service Provision	<ul style="list-style-type: none">• Provide goal directed speech pathology services to eligible children and adults. Services will be provided collaboratively with significant others (e.g. family, support workers) to support a person's communication and participation in a range of environments.• Actively promote family relationships and build disability networks to ensure optimum participation.• Plan, deliver and evaluate Speech Pathology services to clients and customers, which build on individual strengths, needs and priorities.• Ensure services meet quality service standards, and contract agreements.• Ensure that positive and productive relationships exist between Engage Speech Therapy and the local community.• Participate in regular professional development opportunities to keep up with current developments• Fulfil administrative requirements such as data collection and record keeping• Translating written information into Easy English and plain language, including the selection of appropriate images and proofing written materials as required for clients• Developing materials and information on AAC on a variety of platforms as required (i.e. Print, web, blog)• Contribute to the delivery of specific projects within agreed time lines
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	<ul style="list-style-type: none"> • Provide AAC advice, information and consultancy to a range of stake holders • Facilitation of parent / carer training sessions • Manage a caseload of people with a disability and their families or carers, who present with communication and/or eating/drinking needs in accordance with best practice guidelines to ensure positive outcomes for clients under their NDIS goals • Assess client needs and develop, implement, monitor and review intervention programs for each client to ensure the client's assessed needs are being met • Support the philosophy of person-centred practice and engage in collaborative, holistic goal setting that reflects the individual's needs and priorities • Ensure service delivery models are based on current evidence-based practice, and are delivered within resources • Demonstrate proficient assessment and measurement skills, including collection of client information and selection of appropriate assessment tools • Participate in regular supervision and performance appraisal sessions with direct manager • Attend and participate in staff meetings, case reviews, and in-service training
Financial Outcome	<ul style="list-style-type: none"> • Delivering quality services to external customers in adherence to the quoted hours allocated • Provide services in a way that are financially sustainable and meet Engage Speech Therapy procedures • Engage in timely completion of Engage Speech Therapy recording and documenting systems • Complete services in a way that meets the needs of customers and funding organisations
Workplace Health & Safety	<ul style="list-style-type: none"> • Work within the policies and procedures of the organisation particularly those promoting a safe working environment (including OH&S procedures), and those ensuring compliance with our duty of care to clients (Code of Practice)
Behavioural Competencies	<ul style="list-style-type: none"> • A commitment to strengths based, client-centred practice and the development of a service system that informs and empowers people. • A strong customer focus and outcomes for individuals • Excellent skills in collaboration and demonstrated skills in working in partnership

	<ul style="list-style-type: none"> • An understanding of and commitment to developing the capacity of communities to be inclusive of people with disabilities. • Demonstrated expertise in working effectively in a team • Demonstrate an understanding and ability to provide services and supports within the parameters of the funding available • Ability to work positively and creatively in a changing environment • A commitment to social justice and the active inclusion of people with a disability • An ability to establish good working relationships with a range of communication partners • A high level of accountability and a willingness to work within designated systems and processes
Licenses & Accreditations	<ul style="list-style-type: none"> • Cleared National Police Check for disability employment (this must be stated on the police check report) within the last twelve months • Cleared Working with Children Check • Current full or probationary Drivers Licence with access to own vehicle • Must satisfy all visa requirements for working in Australia • Professional registration – Speech Pathology Australia (SPA)

KEY SELECTION CRITERIA:

ESSENTIAL

- Tertiary qualification in Speech Pathology as acceptable for membership of Speech Pathology Australia
- Ability to develop, implement and evaluate best practice in either paediatric or adult settings
- Experience working in a multidisciplinary team environment providing therapeutic support
- High level communication skills, including computer literacy
- Demonstrated commitment to Engage Speech Therapy values and philosophy
- Commitment to person-centred care and multidisciplinary teamwork
- Excellent organisational and time management skills
- Excellent verbal and written communication skills
- Cleared National Police Check for disability employment (this must be stated on the police check report) within the last twelve months

- Cleared Working with Children Check
- Current full or probationary Drivers Licence with access to own vehicle
- Must satisfy all visa requirements for working in Australia
- Professional registration – Speech Pathology Australia (SPA)

DESIRABLE

- Understanding of the disability landscape within the NDIS
- Experience working with clients with Autism Spectrum Disorder (ASD)
- Experience in the recommendation and implementation of augmentative and alternative communication devices

A performance review shall be conducted 3 and 6 months after commencement of appointment and annually with the company director (if an on-going role).

Conditions of Employment

Remuneration:	The employee will be paid at the stipulated base rate (\$40/hour - \$79,040 annual salary + super), with salary increases annually.
Hours of Duty/Flexibility:	<ul style="list-style-type: none"> • It is the intention that service coverage is provided across the span of Engage Speech Therapy operating times, however, staff may be required to work outside of Engage Speech Therapy business hours as requested e.g. after school therapy sessions (session time ending no later than 5:30pm) • It is also our intention to offer staff flexibility in relation to hours and days of work.
Probationary Period:	Confirmation of new employees to Engage Speech Therapy are subject to a 6 month probationary period , during which time the employee must demonstrate satisfactory capability to perform the Key Tasks and Accountabilities.
Pre-employment checks	<ul style="list-style-type: none"> - Employment is contingent upon a satisfactory National Police Check, Working with Children Check (as applicable) and evidence of a current Drivers Licence - All employees of Engage Speech Therapy must be either an Australian Citizen, Permanent Resident or have an appropriate Australian visa that will legally enable them to fulfil the obligations of the contract of employment.
Outside Employment	The Director is to be informed of any outside employment or the conduct of any business, trade or profession (paid employment or voluntary work) which could interfere with the proper performance of your position or give rise to a conflict of

	interest between the employee and Engage Speech Therapy. The Director can assist employees to determine if such activities will cause an actual or perceived conflict of interest.
General	<p>The Director, in consultation with the staff member, reserves the right to modify this position description as required.</p> <p>Engage Speech Therapy requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000</p>
Pre-existing Injury/Illness	Applicants are required to sign a Pre-Employment Declaration Form.

ENDORSEMENT AND APPROVAL

Position description approved by

The Director, Engage Speech Therapy Pty Ltd:

Signature:

ENDORSED Date:
