Speech Pathology Clinic Coordinator

School of Community Health
Faculty of Science

Position Number	660214
Classification	Level A
Campus	Albury-Wodonga
Reports To	Head of School (or nominee)
Nature of Employment	Fixed term
Industrial Instrument	Charles Sturt University Enterprise Agreement 2013–2016
Date Last Reviewed	April 2018

Our University Values

Insightful	Inclusive	Impactful	Inspiring
Understanding people and the world	Stronger together	Outcome driven	Leading for the future

Our Core Competencies

Charles Sturt University (CSU) staff are expected to demonstrate the following competencies:

Set Direction and Deliver Results
- Creating and innovating.
- Delivering results and meeting customer expectations.
- Entrepreneurial and commercial thinking.

Collaborate with Impact
- Relating and networking.
- Working with people.
- Persuading and influencing.

Lead Self and Others
- Adhering to principles and values.
- Deciding and initiating action.
- Adapting and responding to change.

**School of Community Health, Faculty of Science – Organisational Environment**

The Faculty of Science has more than 9000 students and over 500 staff dedicated to advancing scientific knowledge. It delivers flexible, innovative teaching programs designed to produce job-ready graduates for the professions. A leader in strategic and applied research in a wide array of sciences it enhances and extends knowledge, trains and educates future researchers and provides scientific solutions to current challenges. The staff and students in the Faculty achieve this through ethical practice, professional collaborations, industry involvement and a commitment to continual improvement.

The School of Community Health has a diverse range of staff who work together in the pursuit of excellence in teaching, research and community engagement. The School is focused on five professional courses including Health and Rehabilitation Science, Occupational Therapy, Physiotherapy, Podiatry and Speech Pathology. The School of Community Health provides allied health services to the community through on-campus allied health clinics on the Albury and Bathurst campuses.

In teaching we work to enable students to reach their full potential so they enhance the communities in which they work as graduate health professionals. Our research strengths have been developed through cooperative methods that link researchers from a range of backgrounds with communities.

Staff in the School of Community Health are committed to work with regional and rural communities to train and graduate future health professionals; we use research to find answers to community questions; and we work together to support people to become agents for positive change within their community.

Organisational Chart
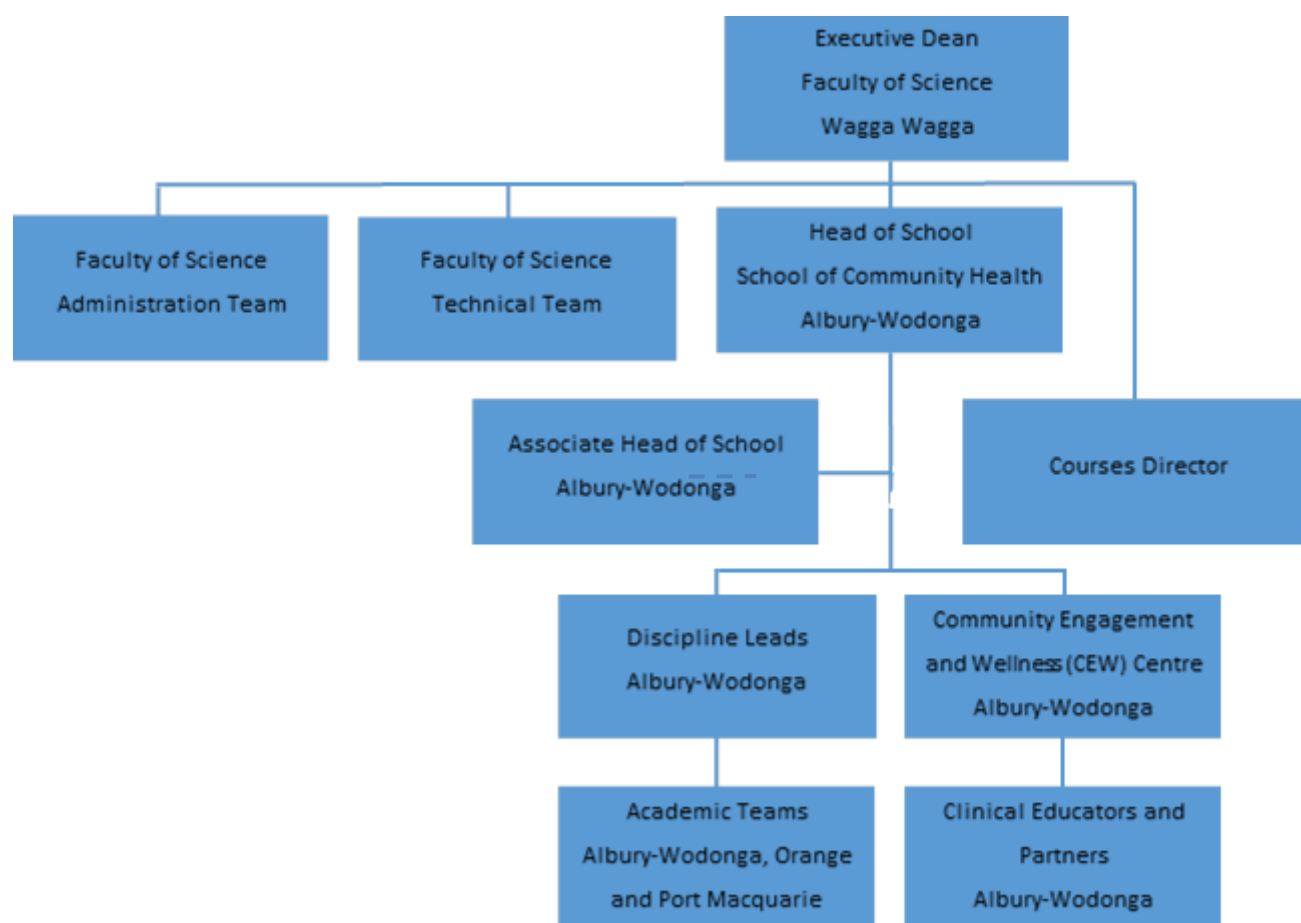
Key Working Relationships

Head of School
Associate Head of School
Course Director
Discipline Lead
Faculty and School Staff

Position Overview

The Speech Pathology Clinic Coordinator will coordinate the speech pathology services offered through the School of Community Health's Community Engagement and Wellness Centre. The Coordinator will provide clinical supervision and teaching to speech pathology students undertaking clinical placements and residential schools within the speech pathology services. The Coordinator will work closely with the other members of the speech pathology team to develop a dynamic and innovative clinic for the education of students. The Coordinator will facilitate the client base attending the clinic to ensure learning opportunities for students and ensure the conduct of the clinic is consistent with compliance requirements for infection control principles, work health and safety, record keeping, quality assurance mechanisms and professional codes of conduct. The Coordinator will work in collaboration with other clinic coordinators to facilitate inter-professional opportunities. Preference will be given to applicants with clinical and/or research experience in speech pathology practice with adult populations, telehealth, and/or clinical education.

Principal Responsibilities

1. Develop policies and procedures for Speech Pathology Client to ensure compliance with:

   - Work Health and Safety requirements

   - Infection control theories / practices

   - Speech Pathology Australia Codes of Conduct

   - University policies

   - Internal clinic management including financial management

2. Develop and implement procedures to ensure the smooth running of the clinic (for example, facilitating client numbers, scheduling of students and clients)

3. Develop clinic and clinic tutorial resources

4. Provide ongoing Speech Pathology service to clients when students are not present

5. Apply CSU learning and teaching methodologies, processes, technologies and tools to deliver high quality student-centred learning opportunities in speech pathology clinical education. Achieve excellence in clinical education in a range of delivery modes, including face-to-face and online, to facilitate the development of student speech pathology competencies.

6. Actively contribute to collaborative processes to design, deliver and continually improve high quality clinical education for students including the giving and receiving of constructive feedback

7. Liaise with academic staff to ensure quality clinical education is being provided including the completion of student assessment

8. Actively contribute to high performing multidisciplinary teams with an outcome oriented focus and the development of a respectful, trusting and collaborative working environment;

9. Develop and maintain a sound and current knowledge and understanding of discipline area through industry engagement and/or scholarly activities or similar, and maintain eligibility for membership for Speech Pathology Australia;

10. Build networks and form relationships with internal and external stakeholders that bring direct benefit to the strategic work of the University, in terms of clinical education;

11. Undertake larger projects that enhance clinical education and that are of particular benefit to the School and discipline;

12. Actively contribute to governance, marketing and promotion, and administrative activities to facilitate the work of the Faculty/School.

13. Other duties appropriate to the classification as required.

Physical Requirements

1. Physically able to sit for extended periods of time to perform reading, writing and computing related activities including keyboard and mouse operations;

2. On occasion travel in/drive a university vehicle distances up to 500kms per day within the terms of the University's Driving Hours Guidelines and Policy available at: https://policy.csu.edu.au/view.current.php?id=00176 and https://policy.csu.edu.au/view.current.php?id=00184.

Selection Criteria

Applicants are expected to address the selection criteria when applying for this position.

Essential for appointment - Level A

Essential
1. An honours degree or higher; an extended professional degree; a postgraduate diploma appropriate to Speech Pathology; or equivalent accreditation and standing.
2. Be eligible for membership with Speech Pathology Australia as a Certified Practicing Speech Pathologist.
3. Capacity to deliver of high quality student centred clinical education
4. Depth in clinical experience as a speech pathologist
5. Knowledge and understanding of the discipline area
6. Commitment to undertake professional development, including where appropriate, higher degree study, to enhance skills in teaching and/or research/creative works or professional activity
7. Demonstrated effective communication and interpersonal skills
8. Demonstrated ability to build internal and external partnerships, networks and relationships and to work both collaboratively and independently.
9. Demonstrated capacity to utilise and embrace current and emerging technologies to achieve work objectives

Desirable

1. Background in speech pathology practice with adult populations, telehealth, and/or clinical education.
2. An interest in developing the use of new technologies and approaches to teaching and learning.
3. Previous academic experience

Information for Prospective Staff

Your Application

E-recruitment is the method by which CSU manages its recruitment processes and it is preferred that all applications be lodged using this method. Please refer to www.csu.edu.au/jobs/.

If intending applicants are unable to access this website, please contact the HR Service Centre on 02 6338 4884.

Staff Benefits

CSU is committed to providing an employment environment that fosters teamwork, innovation, reflective practice, continual learning, knowledge sharing and opportunities for staff to achieve their full potential. CSU is committed to providing a flexible working environment that encourages employees to live a balanced lifestyle, combining work and family responsibilities.

To find out more: http://www.csu.edu.au/jobs/working-with-us/benefits-and-rewards.

Essential Information for Staff

- All employees have an obligation to comply with all the University's workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official University business adheres to the University's Records Management Policies;   and
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Occupational Health and Safety and Equal Opportunity can be found on the CSU website http://www.csu.edu.au/division/hr/.

Further information regarding the policies and procedures of CSU can be found in the CSU Policy Library at: https://www.csu.edu.au/about/policy.

The following links are listed from CSU Policy Library on relevant specific policies:

- Code of Conduct
- Staff Generic Responsibilities Policy
- Delegations and Authorisations Policy
- Outside Professional Activities Policy
- Intellectual Property Policy