

**Position Description**  
**Speech Pathologist, Therapy and Intervention Service**

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| **Mission Australia** | |
| About us: | Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.  We’ve learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.  Together we stand with Australians in need, until they can stand for themselves. |
| Purpose: | Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.  *“Dear children, let us not love with words or speech but with actions and in truth.” (1 John 3:18)* |
| Values: | Compassion Integrity Respect Perseverance Celebration |
| Goal: | To reduce homelessness and strengthen communities. |
| **Position Details:**  Position Title: Speech Pathologist | |
| Division: | Community Services |
| Reports to: | Program Manager, Therapy and Intervention service, South Coast |
| Position Purpose: | To utilise knowledge and skills of assessment and intervention to provide comprehensive speech and communication programs to children with disabilities and developmental delay within the context of family centred practice. |
| Review Date: | July 2017 |
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**Position Requirements (What are the key activities for the role?)**

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| |  |  | | --- | --- | | **Key Result Area 1** | **Client Support** | | **Key tasks** | **Position holder is successful when** | | * Prepare client goal sheets for the service in line with NDIS Participant Pre Plans. * Provide comprehensive assessment and ongoing speech, language and communication therapy for children as identified in the program. * Promote and co-ordinate service activities in accordance with inclusive and family centred practice principles. * Work in partnership with staff, other agencies and families to ensure the provision of co-ordinated and effective program for children with speech, language and communication disorders and their families. * Establish, record, monitor and review each child’s program in consultation with families that reflect families priorities. * Deliver high quality service provision to children and families. | Goal sheets are prepared and are in line with NDIS Participant Pre Plans.   * Thorough and timely assessments are conducted and regular appointments are scheduled from client list. * Total communication strategies used to facilitate children’s’ communication. * Leading and or participation in Early Play, Pre school skills, School transition and Autism therapy groups; Individual sessions; Early childhood centre support. * Co-ordinate and participate in IFSP and IEP process and conduct play based programs. * Programs reflect individual needs, abilities, culture, and diverse interests. * Use evidence based practice; use outcomes measures; participate in service evaluation; | | **Key Result Area 2** | **Program Support** | | **Key tasks** | **Position holder is successful when** | | * Provide a positive image of Mission Australia Therapy and Intervention Service within the local community. * Participate in the development and implementation of annual service plan and continuous quality improvement (CQI) principles. * Maintain and submit relevant documentation in accordance with deadlines including service provisions to be provided to the Administration Officer for systems input. * Contribute to the achievement of program capacity benchmarks. * Develop relationships and work in partnership with co-workers and other agencies/professionals within a collaborative framework that are based on principles of effective communication, mutual respect and trust. * Develop a safe working environment for yourself, colleagues, clients and visitors by applying OH&S principles and the implementation of safe work practices. * Participate in planning and preparation for the service budget. * Contribute to the ongoing development of the service through actively sourcing and recommending relevant equipment acquisition. | * Participates in orientation and induction process; Has developed an understanding of organization policy and procedures; Maintains professional demeanor and appearance. * Allocated activities are completed in time frame. * Documentation is maintained in compliance with funding body requirements; Mission Australia and program policy and procedures. * Benchmarks are met in regards Initial planning meetings; Case load; individual sessions; group provision. * Active contribution is made to staff and team meetings. And informal work based discussions are initiated with other staff and Manager. * OH&S orientation is completed on time. And participation in mandatory and other relevant in-service (internal & external) training is maintained; * Participation is made to necessary financial planning. * Relevant equipment and needs of area of service are sourced. | | **Key Result Area 3** | **Specialist Advice** | | **Key tasks** | **Position holder is successful when** | | * Work in partnership with service staff to provide ongoing support, education and resources to families and carers that informs their decision making understanding of their child’s needs. * Contribute to the preparation of resources, newsletters, parent and staff handouts. * Participate in the planning, development and delivery of education talks, seminars and workshops. * Make use of technology to improve information management, record keeping, report writing and statistical reports. * Participate in and maintain personal development | * Regular informal and formal discussions held with staff and families. * Regular participation is made to family information sessions. * Participation in planning and presentation of education talks as required. * Resources reference materials including specific industry based literature such as journals, books, newsletters; * Participates in local networks, committees, working parties and special projects as identified (internal and external) | | |
| **P**  ***Note-The duties listed in this position description may not be all encompassing. Employees may be required to perform other reasonable duties as requested.***  **U**  **Work Health and Safety**  Everyone is responsible for safety and must maintain:   * A safe working environment for themselves and others in the workplace * Ensure required workplace health and safety actions are completed as required * Participate in learning and development programs about workplace health and safety * Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries   **Purpose and Values** | |
| * Actively support Mission Australia’s purpose and values; * Positively and constructively represent our organisation to external contacts at all opportunities; * Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times; * Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.); * To help ensure the health, safety and welfare of self and others working in the business; * Follow reasonable directions given by the company in relation to Work Health and Safety. * Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries * Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards * Actively support Mission Australia’s Reconciliation Action Plan. | |

**Recruitment information**

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| **Qualification, knowledge, skills and experience required to do the role** |
| * Bachelor of Applied Science (speech Pathology) or recognized equivalent qualification * Eligibility for full membership of Speech Pathology Australia * Experience working with children with disabilities * Experience working with babies and children with feeding difficulties * Knowledge of assessment techniques and the ability to use a range of service delivery models * Demonstrated ability in use of AAC systems * Excellent written and verbal communication skills * Effective time management skills * Computer literate across all Aspects windows environment * Knowledge and experience in collaborative consultation * Demonstrated ability to work within a family centred practice philosophy. * First Aid Certificate – or willingness to acquire prior to employment |
| **Key challenges of the role** |
| * Managing a broad variety of speech and communication issues across a range of disabilities * The ability to provide specialized service to families from varied backgrounds and levels of disadvantage * Limited progress for children |

**Compliance checks required**

**Working with Children**

**National Police Check**

**Vulnerable People Check**

**Drivers Licence**

**Other (prescribe)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval**

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| **Manager name** |  | **Approval date** |  |

Belinda Grossetti 04/01/2017