



Job Description
Community Support Services
Enhance Health Services
Speech Pathologist

POSITION: Speech Pathologist
DIVISION: Community Support Services
PROGRAM: Enhance Health Services
REPORTS TO: Specialist Intervention Services Manager
ISSUE DATE: July 2017

<p>Our Mission: Enabling opportunities for Choice, Inclusion and Achievement for people with disability and their families and carers</p>	<p>Our Core Values: We put people first We are one team We are all accountable We strive to always do it better We are inspired by challenges We make ethical and sustainable decisions</p>
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1 **CONDITIONS**

- Minimum requirements are;
 - Bachelor Degree in Speech Pathology or equivalent
 - Current membership or eligibility for practising membership of *Speech Pathology Australia*.
 - Eligibility to provide services as a Medicare provider
 - Valid Driver's Licence
- This position is designated as child related employment. As such, working with children checks apply. It is an offence for a prohibited person to apply for, undertake, or remain in this position.

2 **POSITION PURPOSE:**

- Provide Specialist Intervention Services for individuals with developmental disabilities and communication impairments
- Provide specialist intervention consultancy to external agencies, as directed by the Enhance Regional Manager.
- Provision of specialist behaviour intervention services for identified individuals as a member of trans-disciplinary team of clinicians
- Monitor and evaluate the services provided to ensure they meet the requirements of the Objectives, Principles and Application of the Principles of the NSW Disability Services Act, 1993 and other relevant legislation.
- Encourage and develop services that will, in the least intrusive manner possible, enhance opportunities for individuals to pursue existing interests, acquire new



skills and be involved in a wide variety of experiences appropriate to their age, gender, culture and religion.

- To support DSA's journey towards true Personalisation. Personalisation is about putting people with a disability firmly in the driving seat, building a system of care and support that is designed with their full involvement and tailored to meet their own unique needs.

3 DUTIES / RESPONSIBILITIES

3.1 Planning and Development: -

- Ensure, through planning and development, the resources allocated provide flexible, individualised support options for each individual which focus on each individual reaching their highest level of independence and ability.
- Play an active role in the development of Disability Services Australia's Enhance Services. Link this development with overall Branch, Divisional and Company Strategic Plans.
- Develop, review, and monitor behaviour intervention and support plans, individual programs and service delivery plans, when needed in collaboration delegated consultant psychologist
- When developing or reviewing individual plans in collaboration with relevant Manager or other Consultants, ensure the aims and objectives as outlined in the plan will support each person to achieve a valued community role, their highest possible level of personal achievement and their personal aspirations.
- When developing or reviewing individual intervention plans ensure the aims and objectives as outlined in the plan will support each person to achieve a valued community role, their highest possible level of personal achievement and their personal aspirations.
- Ensure that all interventions are developed in conjunction with all relevant parties, and that the principles of *person/family centred approach* and *positive behaviour support* are followed. Ensure these approaches are reflected in all written and verbal communications in a manner that will provide staff with practical and clear guidelines.
- Ensure all written and verbal documents developed (by you or under your supervision) for the purpose of behaviour modification are in accordance with the company policies and procedures, legislative requirements and code of ethics. This includes staff training, program documentation, implementation instructions and operational procedures for new situations not covered previously.
- Ensure the Enhance Regional Manager approves all formal intervention plans and that the General Manager of Community Support Services is informed of said plans; which include restrictive practices, prior to any application to relevant Tribunals.



Job Description
Community Support Services
Enhance Health Services
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- When requested prepare reports for external agencies. Ensure the Enhance Regional Manager of is consulted and approves any such documents or exchange of information before they are submitted.
- When necessary seek the support of the other, relevant specialists.
- When requested, participate in relevant Divisional Meetings and play an active role in the monitoring of existing policies and procedures to ensure ongoing relevance.
- Facilitate methods of consultation, participation and evaluation for those receiving support, their carers, advocates and other relevant parties.
- Keep abreast of changes in both the internal and external environment noting any possible impact on individuals' quality of life. Act upon information in a way that will advance the welfare of both those we support and Disability Services Australia.
- Plan and participate in research projects that have the potential to enhance the quality of life of Service Users who access Specialist Intervention Services.

3.2 **Service Delivery:-**

- Provide assessments and interventions for individuals with developmental disabilities and communication impairments
- Provide training and support to staff who work with individuals with communication impairments who display problem behaviours
- In collaboration with all relevant parties, provide behaviour assessment and intervention that will promote positive changes and foster the concept of "independence"
- Provide Medicare and *fee for service* consultancy to external individuals and agencies
- Conduct Nutrition and Swallowing Assessments as needed
- Provide linkages and advocacy (if required) between external service providers that are utilised by individuals for whom you are responsible.
- Provide professional assessment, planning and intervention that will promote the smooth transition of individuals into new environments.
- In all approaches developed by the Enhance Team, ensure the concept of 'independence', not dependency, is fostered.
- Ensure through, leadership, team interaction, written communication and role modeling, that the support provided promotes the dignity, independence and the rights of each person.
- Establish and maintain effective lines of communication with parents, families, carers, advocates and other service providers. Ensure that a co-operative atmosphere of mutual respect, confidence and trust exists.
- In all interactions with families, foster the existing family bond. Where necessary, work towards mending or re-establishing links between them and the individual.



Job Description
Community Support Services
Enhance Health Services
Speech Pathologist

- Ensure, through leadership, team interaction and role modeling that the staff you come into contact with are aware and understand the uniqueness of each individual, their rights for respect, and the importance of fostering natural networks and links within their family and community.
- Work towards breaking down any negative community values which could infringe on a person's quality of life.
- Ensure the privacy and confidentiality of all individuals' information. Monitor staff's adherence to this and all other areas covered by the 'Objectives, Principles and the Application of the Principles' of the NSW Disability Services Act 1993. Report breaches to the Specialist Intervention Services Manager.
- Make certain that all relevant reports, charts, activity outcomes and any other statistical information required by the company, funding bodies or other authorised bodies are readily available and of a high standard.
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3.3 Interaction with staff:-

- Monitor staff performance in respect to the reliability in implementation of intervention plans. Support DSA Managers and Supervisors to identify training and staff support needs.
- Foster teamwork with the staff you come into contact, by working collaboratively.
- Ensure, through skilled communication and negotiation, clarity and understanding of what is expected of staff when implementing programs you have developed.
- Foster open lines of communication that will enhance opportunities for the exchange of ideas, concerns and general information.
- Respect, at all times, the valued role staff play in the enhancement of individual's lives.
- Work with colleges and staff in an atmosphere of cooperation, respect and trust.
- Provide guidance to support staff, accessing the skills and knowledge of DSA Senior Management when needed.
- Ensure you refer any major problems or breaches of policy or procedures by staff to the relevant manager.
- Be pro-active when monitoring staff to assist in the identification of any Occupational, Health and Safety issues. Regularly check operational procedures in the work environment to ensure the safety of all persons receiving and providing support. Report any issues to the relevant branch manager or in the case of an external consultancy, the manager of the organisation and the Enhance Regional Manager.
- When dealing with situations of abuse, sexual assault or harassment, follow the procedures as stated in the company's Policies and Procedures manual, ensuring the Specialist Intervention Services Manager is fully aware of the



Job Description
Community Support Services
Enhance Health Services
Speech Pathologist

situation. This includes mandatory reporting to Family and Community Services (FACS) for children under the age of 18.

- When required, respond to critical incidents in a manner that will instill confidence and reassurance for, the individuals concerned, staff and any other relevant parties.
- Provide on-call assistance to individuals, families, support staff, other members of the Enhance team and Managers. Provide incident response and debrief support staff as needed or as requested.
- When requested be prepared to participate in After Hours on Call roster.
- Provide training for staff when required and participate in the development of annual training plans.
- Participate in staff meetings when required.

3.4 **Consultancy / Company role:-**

- Make sure the programs provided by the Enhance Team of a high standard and reflect the values and strategic aims and objectives of the company and therefore the Disability Services Act 1993.
- Attend Enhance Team meetings. Work as part of the Community Support Services Management Team
- Be responsible for the development and implementation of programs under your supervision as directed by the Enhance Regional Manager.
- Work within the constraints of the resources allocated for each consultancy. Refer any resource shortfall issues to the Enhance Regional Manager.
- Keep program information and other accountability procedures up to date.
- Provide the relevant divisions (eg Finance or Human Resources) with information as request by the Enhance Regional Manager.
- Liaise with external service providers, funding bodies, family members and community members, in a manner that will promote a positive image of the company.
- Represent Enhance and / or the company at informal and formal forums as required and /or requested by the Enhance Regional Manager.
- Actively promote and seek new opportunities for expansion of the Enhance that are in accordance with the values, aims and objectives and strategies of the company.
- Provide information as required to the Enhance Regional Manager for the development and / or generation of reports, tender documents, 'Expressions of Interest' etc.
- Regularly report to the Enhance Regional Manager on the progress of consultancy programs under your supervision.
- Undertake Supervision as agreed with your Supervisor/Manager
- Play an active role in the maintenance of the Quality Management System.



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3. **WORKPLACE HEALTH AND SAFETY (WH&S) RESPONSIBILITIES**

- At all times work in a safe manner, and in accordance with DSA's WH&S policies, procedures and relevant work instructions.
- Report immediately to your reporting manager any hazards that may cause a risk in the workplace.
- Take immediate and appropriate action to eliminate or control any imminent risk observed in your workplace, and report the issue and action to your reporting manager.
- Observe safe systems of work and apply these to all employees, staff, contractors, service users and visitors to DSA premises and sites.
- Immediately report any injury sustained at work, or whilst journeying to or from work, to your reporting manager. Complete the on-line register of injuries.
- Maintain an effective working knowledge of DSA's WH&S policies and procedures.

4. **OTHER**

- Adhere to the policies and procedures of the organisation and all relevant legislative requirements.
- Undertake other duties as requested by your manager.
- Participate in meetings as required.
- Participate in quality reviews as requested.
- Participate in staff training and development as required.

I, the undersigned, have read understood and agreed to the duties of a Speech Pathologist as outline in this job description. I understand the minimum requirements of this position are relevant academic qualifications and eligibility to practise as a Medicare provider. Further, I understand I must maintain eligibility for practising membership of *Speech Pathology Australia*

Printed Name

Signature

Date