



## POSITION DESCRIPTION

<b>Position Title:</b>	Speech Pathologist
<b>Department:</b>	Integrated Services
<b>Date:</b>	March 2021
<b>Reporting To:</b>	Senior Occupational Therapist
<b>Positions Reporting to this role:</b>	Nil
<b>Internal Liaisons:</b>	Allied health professionals, health professionals, ECEC staff, family day care staff, playgroup staff, business services staff, children and families.
<b>External Liaisons:</b>	Community Organisations, Councils, Family and Community Services, regulatory bodies, tertiary institutions, community members and others as required

### Company Overview

The Infants' Home Child and Family Services is a dynamic community-based organisation, with a long tradition and strong sense of contemporary pathways focussing on best practice and research initiatives. We provide integrated early childhood services in an inclusion ethos wherein 30% of our services are targeted to children and families experiencing a range of additional support needs.

The values of The Infants' Home Child & Family Services are integrity, diversity, collaboration and innovation. Central to the work of all staff is ethical practice, which includes:

- Demonstrating mutual respect for colleagues, children, families and management
- Maintaining confidentiality of information
- Using open and honest communication
- Being a supportive member of the program team and the organisation

### Purpose/Key Objectives

- Provide speech pathology services to children and their families, who are enrolled in Early Childhood Education and Care services at The Infants' Home
- Provide speech pathology intervention for children within the context of integrated and inclusive service provision
- Contribute to innovative practice and research in communication development for children across the organisation as required

### Responsibilities:

#### 1. Teamwork and Administration

- Coordinate with the Early Childhood Education and Care Centres team in the development and management of Individual Family Service Plans
- Ensure that concise, up-to-date files are kept on all children and families; ensuring that child and family records are current and are maintained in accordance with policy and procedures
- Ensure the development and implementation of Individual Family Support Plans (IFSPs) in conjunction with families and staff, using established formats and within acceptable timelines

- Collect relevant/required data relating to the provision of child and family services and supervise the collection of data by other team members
- Attend parent, community and staff meetings/events as required to support the services and organisation
- Promote The Infants' Home and liaise with appropriate community networks to support the community and services
- Support relationships with universities including research, student clinical placement and professional training requirements
- Collaborate with the Early Childhood Education and Care Centre to provide coordinated, well-planned and adequately resourced programs
- Collaborate with Early Childhood Education and Care Centre Directors to achieve the integrated strategic direction
- Contribute to the promotion of effective teamwork practices and the integration of service provision across all program areas
- Demonstrate a high standard of competence, cultural awareness and responsiveness in the provision of family services
- Contribute to policy development and decision-making, as appropriate

## **2. Reporting**

- Create and maintain files for children involved in the Speech Pathology program
- Assist in the preparation of reports as may be required from time to time
- Assist in relevant funding applications

## **3. Professional Conduct**

- Exercise due care, skill and judgement and act at all times in accord with applicable professional ethics, principles, legislation and standards
- Actively participate in regular performance appraisals and training plans
- Identify and attend relevant continuing education and professional development opportunities
- Work at all times within the guidelines of policies and procedures of The Infants' Home
- Keep abreast of current research relating to inclusive and integrated practice within child and family services
- Promote the understanding and application of diversity

## **4. Compliance and Organisational Requirements**

Ensure activities within the area of responsibility comply with:

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|--------------------------------------|---|
| • National law and regulations       | • Child Protection Legislation  |
| • Work Health and Safety legislation | • The Infants' Home vision, mission, policies, procedures and strategic goals |
| • National Quality Standards         |   |
| • Early Years Learning Framework     |   |

## **5. Risk Management**

- Follow policies and procedures to ensure compliance
- Maintain a safe, healthy and clean environment
- Identify hazards and take action to remove these hazards
- Ensure that all of the Work Health and Safety requirements are met
- Identify risks and report them in a timely manner

## 6. General

- Carry out all duties, responsibilities and specific tasks related to the role as well as specific duties allocated by the Allied Health Director, CEO
  - Participate in research as required
  - Support the provision of student/volunteer placement
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### Essential Criteria

- Degree in Speech Pathology recognised by Speech Pathology Australia.
- Eligibility for membership with Speech Pathology Australia – membership is required throughout period of employment.
- A valid NSW WWCC.
- Excellent written and verbal communication skills.
- Excellent time management skills.
- Demonstrated commitment to evidence based practice and continuing professional development.
- Demonstrated experience in working as part of an interdisciplinary and/or transdisciplinary team.
- Demonstrated experience in working with children and families in vulnerable circumstances.
- Unrestricted working rights in Australia.

### Desirable Criteria

- Demonstrated experience in working with families using Family Centred Practice principles
  - Minimum of 3 years of experience in providing Speech Pathology to children from birth – 5 years of age.
  - Demonstrated experience working with a range of Augmentative and Alternative Communication supports (AAC).
  - Experience working in an early childhood setting providing early intervention services to children and families.
  - Knowledge of the Early Years Learning Framework (EYLF) and how it informs educational programs for children.
  - Knowledge and experience in working with children and families who receive National Disability Insurance Scheme (NDIS) funding.
  - Knowledge of Response to Intervention frameworks that support integrated health and education practices.
  - Knowledge of how to access pathways to a range of Allied Health supports in the local community.
  - Current (unrestricted) class C Drivers Licence and ability to use own insured vehicle.
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I have read and agree to undertake the duties as outlined:

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Name

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Signature

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Date