

Position Title:	Speech Pathologist – Grade 1
Reports To:	Allied Health Team Leader
Direct Reports:	Nil
Directorate:	Midwifery & Allied Health
Classification:	Dependant on qualifications and experience
Employment Conditions:	<i>Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021 – 2026 and subsequent agreements.</i>
Qualifying Period:	6 months from commencement date.

Maryborough District Health Service

Maryborough District Health Service (MDHS) is located on the traditional lands of the Dja Dja Warrung People of the Kulin Nation and services the Central Goldfields and Pyrenees Shire with campuses in Avoca, Dunolly and Maryborough. The strong clinical and social links between the three campuses ensure that qualified staff who are committed to high standards of person-centred care for the community. MDHS is one of the largest employers in the region, providing the perfect setting to become part of our team and community.

Our Vision

Changing the healthcare story with our community.

Our Values



GENUINE



RESPECT



EXCELLENCE



ACCOUNTABILITY



TOGETHERNESS

Our Promise

- Seeking to understand you as a person, not as a condition.
- Caring for you with compassion and kindness.
- Treating you fairly and respectfully, on every occasion.
- Keeping you safe and informed with open and honest communication.

The Position

This position will work collaboratively to provide an effective generalist Speech Pathology service at Maryborough District Health Service (MDHS) across the range of services and programs offered by the health service. This will occur within the principles of care coordination, where clients/patients have access to a highly coordinated health care and community support system.

MDHS Community Services uses a range of flexible service delivery models including group and individual consultation, health promotion and education to address the health needs of the communities within our catchment. Services are provided in a variety of locations, including schools, preschools, community health services, hospitals, residential care facilities, community venues and clients homes. Clients of all ages can access the service.

Speech Pathology is the diagnosis, management and treatment of individuals who are unable to communicate effectively or who have difficulty with feeding and swallowing. Speech pathologists work with a range of people in the community, to develop communication and literacy skills and assist people to eat and drink safely.

As part of the MDHS Allied Health Team, you will be situated within the Community Services Directorate of Maryborough District Health Service. However, the role will include work within community settings ensuring services are provided to children and their families as early as possible to ensure they are entering school with the speech and literacy needed to achieve their full potential. In addition the role will work across the age range of clients, patients and residents referred to the Speech Pathology department.

Key Responsibilities

The Speech Therapist – Grade 1 will:

- Work with the Speech Pathologist Team to implement the Speech Pathology services required by the community, acute and residential services clients.
- Manage a clinical caseload, which encompasses the acute, community and residential aged care settings as well as conducting home visits where necessary.
- Develop, conduct and evaluate individual and group speech pathology assessment and intervention.
- Work collaboratively with all members of the multidisciplinary team to facilitate integrated person-centred care leading to timely and effective client discharge.
- Provide clear and concise documentation related to service delivery – including client / patient notes and reports.
- Attend and participate in relevant committees, team meetings, case conferences and family meetings as required and relevant to the level of skill and experience.
- Contribute to the establishment and maintenance of strategic relationships with other departments, other professionals and agencies.
- Maintain knowledge of current clinical developments and research finding in order to provide evidence based best practice speech pathology services.
- Comply with guidelines and relevant accountability requirements including statistical data collection requirements.
- Actively promote and participate in maintaining the safety, orderliness and appearance of speech pathology facilities and equipment.
- Work collaboratively with key stakeholders to promote speech and language development within the community.

Generic Responsibilities

Code of Conduct: The MDHS Code of Conduct is binding on all members of our team. Contravention of a provision in the code may constitute misconduct and / or regarded as a breach of the employee's employment agreement and will be dealt with under the organisations Staff Grievance Resolution Counselling and Discipline Policy.

Compliance with policies and procedures: All MDHS policies and procedures are located on PROMPT. All staff must ensure they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breach in compliance may result in disciplinary action.

Occupational Health and Safety: Every member of our team has the responsibility to take reasonable care of their own health and safety and the safety of others, to cooperate with MDHS OH&S policies and to participate in appropriate safety education and evaluation activities. All staff are expected to participate in reporting any health, safety and

wellbeing issues. Any breach in compliance may result in disciplinary action.

Infection Control: Every staff member has the responsibility to minimise incidents of infection / cross infection of residents, staff, visitors and the general public. All staff must adhere to the policies and procedures as set out in MDHS's infection control manuals. Any breach in compliance may result in disciplinary action.

Confidentiality: All information concerning MDHS, its patients, clients, residents and staff should remain strictly confidential. Any unauthorised disclosure of such information may result in disciplinary action.

Quality Improvement: MDHS is dedicated to improving the quality and safety of health services by providing care within the following domains of quality: Consumer Participation, Clinical Effectiveness, Effective Workforce and Risk Management. As a result, we apply the concept of the quality cycle for all our quality activities, initiatives and projects thereby ensuring the best possible care and treatment results are achieved. The underlying principle of the cycle is that an activity is not complete until evaluation shows that it has been effective and reached the desired outcome. As a MDHS employee you have a responsibility to participate in and commit to ongoing quality improvement activities using the relevant framework.

Diversity: Each person has a right to high-quality health care and opportunities regardless of diversity factors, which might include aspects such as cultural, ethnic, linguistic, religious background, gender, sexual orientation, age and socio-economic status. Every staff member has a responsibility to recognise and respect diversity. Inclusiveness improves our service to our community and promotes engagement amongst staff. Employees are required to carry out lawful directions outlined above or delegated to them. The work to be performed is set out in this position description and, where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association.

Pre-Employment Security Screening:

- A valid Employee Working with Children Check is required for all positions.
- A valid National Criminal History Check is required for all positions which is to be completed every 3 years.
- A valid NDIS Workers Screening will be required for workers identified as working within a risk assessed role.

No-Smoking Policy: To ensure a healthy and safe work environment for our staff, volunteers, patients, residents, clients and visitors, smoking is not permitted on hospital grounds, in buildings and offices or in any vehicle.

Key Selection Criteria

Essential

- Bachelor of Applied Science (Speech Pathology) or equivalent;
- Eligibility for practising membership with Speech Pathology Australia.
- Broad clinical background, or if a graduate, broad placement experience relevant to the role within a rural health service
- Current driver's licence.

Technical/Professional Knowledge and skills

- Broad understanding of issues facing vulnerable families in the community.
- Recognition of possible challenges to work effectively in a community setting, to achieve best client outcomes. Able to discuss client needs with colleagues in a professional manner.
- Ability to communicate and advocate in a timely and effective manner with clients, their families/ carers and other health professionals.
- Understanding and commitment to person-centred care and the principles of self-management.
- Computer skills and willingness to learn new software applications.
- Ability to work independently and as part of a team.

Performance Indicators for this Position

- To meet the minimum requirements of the position as stated in this Position Profile and as expressly agreed with your Manager
- To meet the objectives as agreed in your Performance Review and Development Plan
- Meet the objectives in your Continuing Professional Development Plan
- Completion of all prescribed annual competencies

Additional Information

- All MDHS staff are required to carry out lawful directions as outlined above or delegated to them. The work to be performed – and where relevant, any professional standards and codes of conduct and ethics issued by the relevant professional association – is set out in this position description.
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- This Position Description may be amended and activities added or removed as the need arises. Any such amendments will be made in consultation with the relevant staff member/s.
- A Performance Review will be conducted at 30-days, three months and six months and then annually. The purpose of performance reviews is to facilitate communication between a staff member and their direct line manager to discuss and review tasks, goals, expectations and progress.
- All staff members are required to participate in mandatory training.
- Redeployment to other services and sites within MDHS may be required.

Functional Job Description Physical Demands of the Position Checklist

This form is to be completed by the recruiting manager. Its purpose is to assist MDHS to develop the employer roles Functional Job Description.

JOB TITLE	Speech Pathologist – grade 1
JOB FUNCTION: (Provide a brief description of the roles requirements)	<p>This position will work collaboratively to provide an effective generalist Speech Pathology service at Maryborough District Health Service (MDHS) across the range of services and programs offered by the health service. This will occur within the principles of care coordination, where clients/patients have access to a highly coordinated health care and community support system.</p> <p>MDHS Community Services uses a range of flexible service delivery models including group and individual consultation, health promotion and education to address the health needs of the communities within our catchment. Services are provided in a variety of locations, including schools, preschools, community health services, hospitals, residential care facilities, community venues and clients homes. Clients of all ages can access the service.</p> <p>Speech Pathology is the diagnosis, management and treatment of individuals who are unable to communicate effectively or who have difficulty with feeding and swallowing. Speech pathologists work with a range of people in the community, to develop communication and literacy skills and assist people to eat and drink safely. As part of the MDHS Allied Health Team, you will be situated within the Community Services Directorate of Maryborough District Health Service. However, the role will include work within community settings ensuring services are provided to children and their families as early as possible to ensure they are entering school with the speech and literacy needed to achieve their full potential. In addition the role will work across the age range of clients, patients and residents referred to the Speech Pathology department.</p>
<p align="center">DEMANDS OF THE Role (Where relevant indicated frequency of exposure)</p> <p>Constantly (C) = 67% - 100% of the time Frequently (F) = 34% - 66% of the time</p> <p>Occasionally (O) = 6% - 33% of the time Rarely (R) = 0% - 5% of the time</p>	

Work Organisation		Physical Demands	
-	Average hours of shift Describe: 8	R	Working at heights/climbing
-	Average hours worked per week Describe: 36	R	Manual handling (floor to waist level How many kg:
Working Environment		R	Manual handling (floor to shoulder level How many kg:
R	Noise	R	Manual handling (waist to waist level How many kg:
R	Working in confined spaces	R	Manual handling (to overhead level How many kg:
R	Walking on uneven ground	R	Grasping / Gripping
R	Working in hot environment	R	Repetitive tasks: Describe:
Equipment Operations		O	Bending / stooping
R	Operation of machinery Describe:	R	Shovelling / digging
F	Computers: Seated or Standing (Circle)	O	Sitting for long periods How long:

O	Driving	R	Standing for long periods How long:
R	Night Driving	R	Walking for long periods How long?
R	Need to distinguish different colours	R	Repetitive hand/arm movements below shoulder height
R	Use of hand tools Describe:	R	Repetitive hand/arm movements at or above shoulder height
Hazardous Substances		R	Pushing / pulling Describe:
R	Working with chemicals: Describe:	R	Squatting: repetitive / sustained
R	Exposure to fumes/dust: Describe	R	Vacuuming / sweeping / mopping How long??
R	Other exposures Describe:	R	Wiping down walls / tables ect
Other Potential Risk Factors: eg – awkward postures, repetitive actions			
Lone worker risks			

Acknowledgement

I acknowledge:

- That I have read and fully understand the Position Description.
- I agree that I have the ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities.
- I understand that the information provided is a general outline and may not encompass every aspect of the position.
- I understand that this is separate to the employment agreement that I will sign, outlining the terms and conditions of my employment.

Name (please print)

Signature

Date
