



## Position Description

<b>Position Title</b>	Allied Health Professional – Speech Pathologist
<b>Directorate</b>	Community Services, Mental Health and Wellbeing
<b>Reports to</b>	Team Leader – Allied Health
<b>Date of Job Description</b>	7/09/2020
<b>Conditions</b>	Conditions of employment are documented in the Mallee family Care Enterprise Agreement 2012
<b>Employment Status</b>	Full-Time Ongoing, Subject to Funding
<b>Salary</b>	This position is classified as Band 6 – Specialist Staff, with a salary range of \$75,559 - \$89,811, dependent on qualifications and experience, plus superannuation and the ability to salary package up to \$15,834 tax free, pro-rata
<b>Hours of Work</b>	This is a full time position. Work outside normal office hours may be required.

### Position Objectives

This is a diverse role comprising Speech Pathology assessments and interventions for individuals across the lifespan (infant, children, adolescents and adults) utilising a range of funding bodies including NDIS. Service delivery occurs across various settings including the home, community, clinic and via telehealth. The position forms part of an interdisciplinary team that is committed to family centred focus and evidence based best practice.

Mallee Family Care (MFC) is looking to grow our Allied Health Services and looking for a self-motivated team players to build a career with the Agency.

Key Responsibilities & Duties	Performance Expectations
Clinical.	<p>Ensure all clients have access to high quality, efficient and effective Speech Pathologist services based on the best available evidence and consistent with evidence informed practice and Speech Pathology Code of Conduct.</p> <p>Provide high standard of clinical care including strengths-based assessment, treatment, recommendations, education, appropriate and timely referrals and discharge for clients.</p> <p>Assessments and planning for NDIS participants to maximise their level of function, capacity and social engagement.</p> <p>Prescription of equipment and recommendations and provision of ongoing therapy support for NDIS and other program participants.</p> <p>Standard and complex equipment assessment, customization, trial, prescription, related client education and ongoing therapy support for NDIS, participants and other fee-for-service and program clients.</p> <p>Client-centred SMART goal setting and care planning including multi- disciplinary case conferencing and provision of recommendations and/or interventions to support the client to achieve their goals.</p> <p>Completion of relevant document to ensure clients' goals are met.</p> <p>Reporting outcomes and recommendations, written and verbal, in a timely manner and to a high standard.</p> <p>Promoting health and wellness solutions and supporting optimal mental and physical outcomes for clients.</p> <p>Developing partnerships and liaising with clients, families, referrers, doctors, employers and other allied health professionals and internal and external stakeholders to advocated for client need, increase continuity of care and achieve coordinated outcomes.</p> <p>Development, maintenance and/or restoration of skills for clients and carers, including carer support and training (eg. Activities of daily living, community access).</p> <p>Health education (both on an individual basis as well as part of group programs), particularly with a focus on chronic conditions, reablement and restoration of function.</p>

	<p>Involvement in Speech Pathology student placement planning, supervision and feedback.</p>
<p>General.</p>	<p>Contribute to development of new groups/projects aligned with program strategic goals.</p> <p>Accurate and comprehensive documentation and communication in the client information management system and with referrers, service providers and stakeholders in accordance with Agency policy and procedures and best evidence-based practice.</p> <p>Ensure that services are provided in a manner respectful of the languages, literacy levels, cultural beliefs and practices of our clients.</p> <p>Adhere to the Mallee Family Care's Code of Conduct, and program policies, procedures, work practices and instructions.</p> <p>Participate in relevant networks and forums and maintenance of links with key external agencies.</p> <p>Contribute to a positive culture within the approach to client care.</p> <p>Ensure responsive, professional and high quality therapy through engaging in performance management processes, critical and self-reflective practices, clinical and operational supervision (as outlined in the Agency Supervision policy) and feedback mechanisms, in particular those of clients, to identify and address individual development and continuous improvement.</p> <p>Utilise time and resources efficiently.</p>
<p>Other.</p>	<p>Maintain and enhance professional knowledge and technical skills by maintaining currency in SP practice, new developments and trends through self-directed lifelong learning and development.</p> <p>Ensure compliance with all relevant legislation, funding guidelines, service standards and contractual obligations.</p> <p>Maintain practice and registration compliance through Speech Pathology Code of Conduct, professional registration requirements, national code for health care workers and delegated scope of practice.</p>

Operational.	Work with a variety of computer, reporting and client management programs (eg. M-Files, SAGE, teletherapy platforms) Demonstrate time management, planning and organisational skills to manage a full case load independently.
Staff and Team.	To attend and actively participate in team meeting.
Supervision and Training	Participate in supervision as per Mallee Family Care supervision policy. Participate in clinical supervision or team supervision as required. Attend training and professional development relevant to position.
Comply with Agency learning requirements.	Complete compulsory allocated courses each quarter (eg. e3learning). Complete required NDIS training.
Policies and Procedures.	Comply with MFC policies and procedures Ensure service provision adhere to guidelines as per Allied Health program manual. Promptly respond to and follow procedure for intake and allocation of new referrals. Follow risk management and assessment procedure.
To undertake other duties as may reasonably be required.	Undertaking other duties required by your Line Manager.

**Qualifications and Experience:**

- Minimum 1-2 years' clinical experience (desirable). Preferably experience working with children with additional needs. New graduates are encouraged to apply.
- Demonstrated ability to comply with the profession's code of conduct/ethics and function in accordance with the legislation affecting speech pathology practice for maintenance of registration with the Speech Pathology Australia.
- A current driver's licence and a willingness to travel and preparedness to be accommodated overnight when required.

**Key Selection Criteria:**

Applicants are invited to submit their applications addressing the following selection criteria:

- Demonstrated ability to provide high quality speech pathology assessment and intervention for clients across the lifespan in a range of different environments.
- Knowledge of evidence based service delivery across a range of modalities, including individual therapy, group therapy and telehealth.
- Ability to set family focused SMART goals to establish ongoing intervention and evaluation of therapy targets.
- Ability to initiate and maintain effective professional relationships.
- Knowledge and/or experience of working with people with diverse value systems, cultural differences and complex additional needs.
- Excellent interpersonal and communication including effective written and verbal skills.
- Demonstrated organisational and time management skills to meet key performance indicators in respect to billable hours, caseloads, deadlines and schedules.

### **Organisation Structure and Values**

Mallee Family Care is a Company Limited by guarantee with a community based Board of Management. It was established in 1979 and is a large and diverse community service organisation, providing a wide range of services to the communities of North West Victoria and South West New South Wales.

Day-to-day management for the agency is the responsibility of the Chief Executive Officer, Director Corporate Services, and Director Client Services.

This structure has been designed to ensure a clear focus on the delivery of services and to utilise the skills and experience of staff in the most efficient and effective manner.

### **Our Vision**

Empowering the vulnerable and disadvantaged in our communities.

By this we mean we want:

- Communities where vulnerable children will be protected.
- Communities where disadvantaged families and individuals will be supported.
- Communities that are committed to supporting those in need.

### **Our Mission**

To enrich lives and to increase opportunities (for those in need) through:

- Services;
- Education
- Research; and
- Advocacy

### **Our Approach**

Our approach to achieving this strategic intent will demonstrate that:

- We are focused on the resolution of issues and will be flexible and adaptive in our approach.
- We understand our communities, we are informed by practice and our focus is on outcomes that matter.
- We work in partnership with stakeholders.
- We consult broadly and engage with our communities.

**Other Information:**

At Mallee Family Care we are deeply committed to the people with whom we work. We therefore go to great lengths to ensure that the positions we make available are filled by the most appropriate applicants. To assist with this we undertake a number of selection processes beyond initial interviews.

Appointment to the position will be subject to the satisfactory completion of the following:

- Psychological Personality Assessment – California Personality Index (CPI)
- Medical Disclosure
- Six month probationary period
- Referee Checks (two nominated referees including your supervisor if you are currently working)
- Photocopy of Driver's Licence.
- Police Check
- Working with Children Check
- Safety Screening Statutory Declaration

**Benefits of working at Mallee Family Care**

- Discounted membership of your nominated gym/health club.
- Direct salary deduction
- Partially paid study leave and practical assistance available for approved courses after one years of employment
- Confidential, responsive counselling available for time when personal and work related issues may affect your ability to perform at work (Employee Assistance Program – EAP)
- Flexible working arrangement options (where appropriate)
- Up to date and ergonomic furniture
- A happy and family friendly work environment

**Applications addressing the Key Selection Criteria outlined in this position description should be addressed to:**

**Attention:** Maree Fullgrabe  
**Mailed to** PO Box 1870, Mildura 3502  
**Hand delivered to** 122 Ninth Street Mildura 3500  
**Emailed to** mfullgrabe@malleefamilycare.com.au  
**Closing date for applications:** This position will remain open until filled