



Speech Pathologist - Level 2

BUSINESS PURPOSE

Happy Chatter is a paediatric private practice, providing speech pathology and occupational therapy services. Our aim is to help our clients through a range of consultation and therapy options. We seek to Engage with families and build relationships; we want to help clients Communicate by improving skills through fun, evidence-based practice; and Participate happily in life at home, school, and within the community.

POSITION PURPOSE

- The Speech Pathologist is responsible for providing evidence-based therapy services to a range of young clients onsite and online, to support clients' participation in their learning, social, home and community environments.
- The clinician would be able to manage their own workload and collaborate with a team of allied health clinicians and support staff to contribute positively to the business vision and team values.
- The clinician will always seek to improve their clinical skills to help clients achieve their goals.

KEY RELATIONSHIPS

Internal

- Director of the business
- Practice manager
- Senior clinicians/Team leaders
- Clinicians
- Administration

External

- Clients, their carers and families
- Paediatricians, GPs, hospitals and community health facilities
- Allied health professionals and support workers
- Educators and leadership team in childcare, preschools and schools
- Equipment suppliers

Performance Indicators

S.no	Performance indicator	Measurement of performance indicator	Assessment period
1	Develop and Implement Therapy Plans	Provide comprehensive assessment of client situation with a holistic perspective across all domains of their life situation.	6 months
		Use a family-centred approach to support clients and their families to identify their goals.	
		Identify current limitations and challenges to optimal performance and participation.	
		Collaborate with the client and relevant others to develop SMART goals and intervention plan.	
		Ensure that you learn and understand the cases before administering the therapy.	
2	Documentation	Monitor, observe and evaluate client progress against their goals.	6 months
		Utilise a holistic approach to achieve and sustain long-term goals.	
		Document all interactions with clients and key stakeholders following practice templates and guidelines, and complete notes before the end of the day.	
2	Documentation	Complete accurate and professional documents including letters, reports, and applications to a high standard.	6 months
		Documents must adhere to practice procedures and templates, and be provided to the relevant stakeholders within 2-4 weeks of assessment date(s).	

S.no	Performance indicator	Measurement of performance indicator	Assessment period
3	Time Management	Schedule working day to achieve meet billable hours and timely completion of other tasks, and log activity on practice management software for accountability.	6 months
		Attend appointments and meetings promptly.	
		Ensure tasks are completed within rostered hours.	
		Ensure client sessions are prepared with all relevant resources prior to session beginning.	
		Conduct appointments to their scheduled times.	
		Clinical notes to be completed by the end of the day.	
		Communication to stakeholders is addressed within 2 working days.	
4	Productivity	All documents to be provided to the relevant stakeholders within 2-4 weeks of assessment date(s).	6 months
		Ensure billable hours of 20-25 per week are reached with approximately 4-5 varied clients per day, reports, and billable resources.	
		Use blocked administration time to organise workload, communications, appointments, meetings, documents, supervision, case discussions, and rescheduled appointments.	
		Recognise limitations and request guidance as required.	

S.no	Performance indicator	Measurement of performance indicator	Assessment period
5	Professional Development	Meet CPD requirements of your industry's governing body to keep registration.	6 months
		Ensure that services are based on the best available evidence and clinical reasoning, and stay up-to-date with industry best practices through internal and external sources.	
		Seek to improve your professional knowledge base and skills through private study and reflection.	
		Actively participate in and contribute to company meetings, PD sessions, and case discussions.	
		Seek guidance but also provide feedback and ideas with team members to ensure industry best practice is maintained.	
6	Compliance	Attend and contribute to in-house professional development activities. Attend external PD opportunities as practical.	6 months
		Participate in quarterly Personal Development Plan reviews.	
		Conduct yourself always in a professional manner and represent the company positively while adhering to the relevant policies and procedures, as well as any legislative or governing body requirements.	
		Respect shared spaces and resources, both clinical and communal, ensuring all clinical resources are returned and rooms left in neutral state.	
		Maintain shared spaces such as kitchen, toilet, admin, and by leaving clinic spaces in their neutral state.	
		Promote team values of Respect, Open Communication, Positivity, Integrity, and Understanding at all times.	

Roles and responsibilities

Intervention

- Use evidence-based practice to implement the agreed-upon therapy plan. Implement a multidisciplinary team approach that will contribute to the child's development and learning, in order to reach their goals.
- Utilise a range of tools and resources to ensure progress and positive change for the client.

Communication

- Ensure proficient and professional communication both written and verbal.
- Stay up-to-date with all team communication.
- Use practice procedures and templates eg signatures, letterheads, proofreading process.
- Select language, tone, and format to suit target recipients and consider the external factors such as environment, timing, and agenda.
- Use clear and effective communication methods with all stakeholders.

Stakeholder Engagement

- Build and maintain trusting relationships with team members, families, education facilities, funding agencies, and other external providers and suppliers.
- Seek to work and communicate effectively with all stakeholders.

Safety

- Ensure work is not completed out of hours.
- Promote a culture of safety by taking personal responsibility, caring for others, monitoring the environment and alerting team leaders/practice manager of any issues.
- Understand and adhere to site safety policies and procedures.
- Report any hazards or safety-related issues promptly and ensure documentation of any incidents is always recorded within 24 hours.

Under Supervision

- Actively participate in supervision sessions and case discussion.
- Collaborate closely with supervisors and team members when you need assistance with a client.
- Observe other client sessions by different team members, asking questions to gain valuable experience to improve your service.

Previous experience

- {Insert years experience} supervised experience working with children with disabilities, their families and teams
- School or private sector experience preferred.
- Punctual, reliable and committed
- Strong knowledge and experience of NDIS, school funding and Medicare
- Highly developed written and verbal communication skills
- Proven track record in creating efficiency and meeting targets
- Clear, personable and professional communication, both written and spoken
- Exceptional attention to detail

- Professional communication style to all internal and external stakeholders
- Good computer skills are required for the company to practice management software
- Ability to work within a team and autonomously
- Ability to follow directions and take initiative
- Passionate about guiding children with differing abilities to be their very best selves
- Competent with desk and portable technology including practice management software, cloud-based admin systems, iPads and their apps
- Capable of working alone and as a valued team member
- Intermediate Microsoft Office Skills
- Experience with administration and interpretation of standardised assessments
- Familiarity with funding requests documents and procedures (e.g. ISV, PSD, CEO, NDIS)
- Experience with developmental delays and disorders, ASD, ADHD, Genetic Conditions and Intellectual Disability

Education

- Bachelor of Speech Pathology or equivalent
- Current membership or registration with Speech Pathology Australia
- Eligible for Medicare provider number – either a registered or provisional CPSP
- Current Drivers' Licence
- Professional Indemnity, Public Liability Insurance
- National Police Check (NPC)
- Working with Children's Check (WWCC)

Mandatory documents

- Working With Children Check
- Drivers License
- Registration with SPA/AHPRA
- Professional Indemnity
- COVID Vaccine Record

Checklists

- **Onboarding Checklist:** Default Onboard Checklist
- **Offboarding Checklist:** Default Offboard Checklist