



## **POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Senior Clinician - Speech Pathologist
<b>DEPARTMENT:</b>	Community Health
<b>CLASSIFICATION:</b>	Snr Clin Speech P Year 1- 4 (VW6 - VW9)
<b>INDUSTRIAL AGREEMENT:</b>	Victorian Public Health Sector (Health Professionals, Health and Allied Services, Managers & Administrative Officers) Enterprise Agreement 2011-2015 and subsequent agreements.
<b>REPORTS TO:</b>	Director Community Health
<b>PRE-REQUISITES:</b>	Current Membership of Speech Pathology Australia Current Police Check. Current Working with Children Check

### **KEY SELECTION CRITERIA:**

- Current Membership of Speech Pathology Australia
- Well developed understanding of and experience in Speech Pathology theory and clinical practice across the acute, school and community health care settings
- Experience in leading a small team of health clinicians
- Experience in a hospital, community health service or other equivalent field.
- Proven ability to work effectively within a multidisciplinary environment.
- Experience with casework, crisis intervention, educative and support group work.
- Good interpersonal skills.
- Proven public speaking ability
- High level organisational skills and computer literacy
- Well developed oral and written communication skills

### **OUR PURPOSE:**

The purpose of Benalla Health is to facilitate a healthy and resilient community through the provision of integrated, lifelong healthcare services.

### **OUR VALUES:**

Compassion, Empathy, Accountability, Respect and Excellence.

## **POSITION SUMMARY:**

All Community Health Programs and Services focus on illness prevention and promotion of 'good health' lifestyle activities, and the provision of service is aimed at maintaining independence from the institutional and acute care sectors. This work is underpinned by the Social Model of Health

The Senior Speech Pathologist will be responsible for providing leadership to junior Speech Pathologists and ensuring that high quality support is provided to clients within Benalla Health and in the community.

## **RESPONSIBILITIES**

The Senior Speech Pathologist will be responsible for providing leadership to a team of speech pathologists and other allied health professionals. The Senior Speech Pathologist will be responsible for the following:

### ***Service Delivery***

- To identify client/patient needs and service priorities
- To accept appropriate referrals and provide speech pathology assessment and treatment of clients/patients within specific areas of need.
- To ensure monitoring of clients/patients and referrals to other service providers when appropriate.
- To develop, implement and evaluate relevant health promotion / community education programs within the context of the Health Service Agreement and community needs.
- Actively encourage community participation at all levels of health promotion (ie planning, implementation, evaluation and feedback) strategic planning.
- To provide information and advice to other service staff and participate in case consultation.
- Maintain Allied Health facilities in accordance with safety standards and infection control guidelines.

### ***Professional Development***

- To identify professional development requirements and participate in appropriate courses, seminars etc.
- To ensure membership in appropriate professional organisations in order to maintain contemporary level of professional knowledge and competence.

### ***Other***

- To maintain accurate client records and statistical data in a timely manner in accord with the requirements of Benalla Health
- To comply with Benalla Health's policies and procedures to ensure professional accountability
- To attend Community Health staff meetings and other organisational or divisional meetings as required.
- To facilitate the Services commitment to providing education for students by supporting student placement.
- To comply with infection control policies and procedures
- Participate in the Quality / Accreditation process within the organisation
- Provide advice and support to other departments within Benalla Health

## **SAFETY MANAGEMENT SYSTEMS**

In accordance with the current Victorian OH&S legislation and infection control standards, each employee has the responsibility to take reasonable care of their own health and safety by:

- Adhering to Benalla Health's OH&S policies and procedures
- Reporting hazards and injuries
- Participate in OH&S consultation and OHS training
- Cooperate with managers and supervisors to ensure that OH&S responsibilities are met by all
- Not wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk.
- Consult with OH&S representative on any proposed changes to the workplace.
- Consult with representative on major items being purchased.
- Permit OH&S representatives to attend training.
- Provide facilities and assistance to OH&S representative to ensure they can perform their function and duties.

Each employee has the responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.

Please refer to Benalla Health's Occupational Health & Safety Responsibilities Guideline.

## **QUALITY & RISK**

Benalla Health is accredited by an independent Accreditation Agency. All staff are required to actively participate in quality improvement activities.

## **POLICY & PROCEDURES**

It is every employee's responsibility to access and have knowledge of relevant policies and procedures that relate to their employment. All organisational-wide policies and procedures can be accessed on the BH Intranet site.

## **CONFIDENTIALITY**

Any information obtained in the course of employment is confidential and should not be used for any purpose other than in the performance of duties for which the person is employed. The employee is bound by the Information Privacy Act 2000, Aged Care Act 1997 and the Health Records Act 2001.

## **MANDATORY ORGANISATIONAL COMPETENCIES**

In accordance with current legislative requirements, all employees have a responsibility to ensure they successfully complete the following competencies as prescribed (on commencement, annually, every two years or as otherwise stated):

- Attend orientation on commencement
- Emergency Response and Fire Extinguisher Training (both theory and practical sessions)
- Manual Handling
- Human Rights, Equal Opportunity Prevention of Workplace Bullying and Managing Diversity in-service.
- Hand Hygiene Training.
- Reporting Elder Abuse.
- Person & Family Centred Care

Refer to the organisations mandatory training policy for full details.

## **CONSUMER ENGAGEMENT**

Benalla Health employees are responsible for meaningful consumer participation so that consumers, carers and community members are active participants in the planning, improvement and evaluation of health services.

This will be demonstrated by:

- New staff attending staff induction forum where the value of partnering with consumers/carers and community members is discussed.
- Evidence that consumers and their significant others are involved in the development of their own care plans and
- Completion of annual competencies that includes the importance of partnering with consumers/carers and community members.

## **PREVENTION AND RESPONSE TO FAMILY VIOLENCE**

It is a basic human right to be respected as an individual. Benalla Health supports this fundamental right through advocacy for the prevention and awareness raising of family violence. Benalla Health is committed to the elimination of Violence.

Each employee at BH will be expected to demonstrate their commitment by:

- Gaining knowledge and the ability to implement a brief intervention to identify and respond to family violence, underpinned by principles of sensitive practice.
- Actively participate in education and events supporting 'the prevention and response to family violence in our organisation and the community.
- Positively contribute to workplace safety and moral.
- Be able to confidently address issues that arise regarding Family Violence for clients and colleagues.

## **PERFORMANCE REVIEW & DEVELOPMENT**

A performance review & development plan will be carried out three months post appointment and thereafter at least once a year. The position description will form the basis for the review. If performance does not meet expectations or additional staff development/guidance is required, performance reviews will be carried out more frequently. The employee can request additional performance reviews at any time in writing.

*This document provides a summary of the role and duties of the position and forms the basis for periodic review of departmental and individual performance.*

*As an occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of the organisation's Policies and Procedures.*

<b>EMPLOYEE'S NAME:</b>	_____
<b>EMPLOYEE'S SIGNATURE:</b>	_____
<b>DATE:</b> ..../...../.....	

**MANAGER'S NAME:** \_\_\_\_\_

**MANAGER'S SIGNATURE:** \_\_\_\_\_

**DATE:** ...../...../.....

**CREATED** May 2012

**REVISED** Speech Pathologist TL & HRC Feb 2017

## Benalla Health

### *Aligning behaviours to our Values and Code of Conduct*

Compassion Excellence	Empathy	Accountability	Respect	
In our team we ...				
are kind to each other are forgiving respect personal space seek clarity where there is uncertainty maintain confidentiality for those in our care and those we work with encourage and support each other to discuss issues ensure open consultation and two-way communication use eye contact and our tone of voice to demonstrate we are actively listening to the others perspectives we see the person as being separate from any unacceptable behaviour	ask others 'how can we help' act to include each other seek to understand the facts will support those who admit errors pull together especially in tough times have patience for those who are learning are safe to question and be inquisitive report incidents and mistakes recognising we work in a 'just' culture promote a culture of continuous improvement summarise what we have heard to demonstrate our understanding have fun	are honest and reliable do what we say we will do are honest with each other call below the line behaviour reflect on our own behaviour acknowledge problems and seek and/or offer a solution have the courage to speak up and use our voice will comply with reasonable directives follow policies and procedures including rostering rules	acknowledge the views, opinions, beliefs and ideas of others say thank you manage each other up encourage robust discussion smile and greet each other acknowledge people from culturally diverse backgrounds turn up on time apologise when we have hurt others and/or have been below the line in our behaviour model and demonstrate polite behaviour use AIDET when we communicate follow our organisation's dress code and dress appropriately	have a 'can do' attitude work hard choose our attitude encourage innovation lead by positive example work as a team acknowledge when we are wrong encourage each other to be the best we can be and celebrate each other's achievements

### ***In our team we do not ...***

<p>accept negative comments about others efforts</p> <p>withhold or deliberately make information inaccessible</p> <p>use or threaten to use violence - even in jest</p>	<p>say this is the way we have always done it</p> <p>judge a book by its cover</p> <p>tolerate angry, aggressive behaviour</p> <p>negatively criticise and judge another's performance</p> <p>actively avoid the reporting of events, incidents or issues</p> <p>actively or passively resist change</p> <p>misrepresent or selectively interpret facts</p>	<p>waste time</p> <p>turn a blind eye to poor practice</p> <p>expect other people to clean up our mess</p> <p>openly complain to everyone else except the most appropriate person who could fix the problem or issue</p>	<p>participate in, contribute to or encourage the rumor mill and gossip</p> <p>dismiss other people's opinions and contributions or put down their ideas</p> <p>manage each other down</p> <p>tolerate sexist behaviour or language</p> <p>use unprofessional or inflammatory language such as swearing</p> <p>raise our voices in patient care areas</p> <p>see ourselves as being more important than someone else</p> <p>respond with negative body language such as rolling eyes, huffing/puffing, negative tone of voice, crossing arms or shrugging shoulders</p> <p>talk down and be condescending to others</p>	<p>watch the clock</p> <p>ignore call bells or ringing phones regardless of who is allocated what duties</p> <p>blame others for our actions</p> <p>put our personal likes or dislikes above the needs of the team and our professional responsibility</p>
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***Our standard is what we choose to walk past ...***