

## Speech & Language Pathology Department Duties & Responsibilities for Senior Speech Therapist



- **Clinical**
  - Identify clients' developmental speech and communication difficulties and or disorders.
  - Assess and treat swallowing and communication difficulties arising from a variety of causes, e.g. congenital problems (such as cleft palate).
  - Able to administer various SLP formal assessments and dynamic assessment procedures.
  - Devise, implement and revise relevant treatment programs;
  - Function as an active member of a treatment team.
  - Senior SLP Therapist must report to Head of SLP Department.
  - Work with clients, consultants, staff, families and community to implement child's treatment plan.
  - Effectively responds to and manages crisis situations.
  - Openly flexible and responsible in working with multiple students at one time, when necessary
  - Serve as substitute when a staff is absent.
  - Compile reports and clinical notes based on sessions. Ensuring all aspects of the sessions including parent discussions are documented for liability purposes. Clinical notes should reflect good clinical reasoning and best practice possible.
  - Meet with prospective clients and orientate them to the department, staff, assessment and treatment procedures and address any other concerns,
  - Address any current client queries and strive to resolve them within a respectable time frame.
  - Audit clinical files to ensure accuracy in clinical documentation.
  
- **Administrative**
  - Provide consultative support to other clinical programs outside of allocated Speech Therapy sessions times.
  - Develop, review and implement department specific policies and procedures such as: assessment policy and procedure, referral policy and procedure;
  - Keep updated and implement department specific policies and procedures such as: assessment policy and procedure, referral policy and procedure;
  - Able to develop and compose comprehensive high-quality reports.
  - Attend all meetings as requested by parents, HOD, Management and others related team members.
  - Document, follow-up and inform Management on all environmental safety issues.
  - Follow CDC policies and procedures across different domains.
  
- **Supervisory**
  - Liaise between Management and SLP Department to ensure smooth flow of communication at all times.
  - Management of new referrals to ensure appropriate intervention/treatment is planned.
  - Supports all members of the staff and assists with ideas, suggestions and work duties.
  - Ensure resource files are well maintained and add to files when new resources are made.

- **Training**

- Demonstrate therapy techniques to staff.
- Train and advise therapists on implementing treatment methods and programs
- Attend and participate in meetings, fundraisers, and other CDC Sponsored events
- Actively participate in staff training programs designed to increase overall clinical skills.
- Keep an accurate record of all staff training.
- Attend and participate in meetings, fundraisers, and other CDC Sponsored events

- **Outreach**

- Ensure timely follow-up on clinic agenda.
- Coordinate all communications with families and serve as liaison for outside community contacts.
- Mediate parents concerns and provide positive support for student and family issues.
- Solicit parent input for development of educational and clinical program.
- Ensure student attendance is documented.

- **Physical**

The physical requirements here are representative of those must be met by an employee to successfully perform the essential functions of all direct care therapy:

- Administer protective holds, movement and carries
- Block student movements against the student weight (40-250 pounds)
- Physical interventions in response to aggressive and self-injurious behavior
- Able to move quickly and confidently to intervene when situations requiring protective holds and/ or movements are deemed necessary
- Pursue bolting student when necessary
- Successfully complete required training (non-violent self-defense) as mandated by CDC.

- **General**

- Must have a Bachelors' /Masters' degree in Speech & Language Pathology.
- Must have more than 4 years of experience working with children across a range of developmental delays including those with ASD.
- Good to have Experience in a supervisory/management role.
- Able to perform all duties with minimal supervision.
- Implement all safety and emergency procedures as instructed by CDC.
- Show a positive and supportive attitude toward CDC and its policies.
- Accept and utilize feedback from staff and supervisor(s).
- Communicate clearly and effectively with staff, particularly in performance evaluations.
- Contribute to a supportive and cohesive work environment.
- Create and maintain programming that encourages client independence and self-management skills.
- Behave respectfully and sensitively to cultural and religious norms and values at all times.
- Communicates in a professional and respectful manner with parents, therapists and clients.
- Establish and maintain cooperative relationships with in a multidisciplinary team
- Present oneself in a polished, professional demeanor at all times.