



JOB DESCRIPTION

JOB TITLE POSITION: Speech Language Pathologist

REPORTS TO: Clinical Director

PICK ONE: Exempt: _____ **Non-Exempt:** X _____

JOB SUMMARY: Responsible for planning, implementing, and evaluating direct care to a diversified cross section of patients. The care provided reflects a specialized knowledge, expertise, and appropriate invention in accordance with prescribed standards of the profession.

POSITION QUALIFICATION:

- I. **Education:**
 - a. Registered as a speech pathologist
 - b. Graduate of an accredited school of Speech Pathology.
- II. **Experience:** At least one year's experience in a health care setting; home health experience preferred.
- III. **License Requirements:** Must have a valid Vermont Driver's License and certificate of Clinical Competence as granted by the American Speech and Hearing Association or be in the process of accumulating the supervised experience required to obtain certification.
- IV. **Continuing Educational Requirements:** Agency employees are expected to participate in appropriate continuing educational as may be requested and/or required by their immediate supervisor. In addition, employees are expected to accept personal responsibility for other educational activities to enhance job related skills and abilities. All personnel must attend or make-up annual mandatory educational offerings before year-end.
- V. **Competency:** Individuals must demonstrate their competency, within their orientation and probation period, according to the orientation checklist developed for each position. In addition, ongoing competency assessments will be performed through joint visits, based on the degree and complexity of care being performed and by monitoring information regarding performance.

VI. General:

1. Must demonstrate and maintain any required competency.
2. Able to speak, read and write in English.
3. Be honest, self-directed, possess initiative, display good judgment and a positive attitude toward daily activities.
4. Have the ability to communicate clearly and effectively both orally and in written work.
5. Be able to work cooperatively and in a productive manner with Agency employees, clients, customers and the general public.
6. Maintain satisfactory standing with the Adult Abuse Registry, Child Abuse & Neglect Registry, Vermont Criminal Information Center and OIG.
7. Be free from the illegal use and effects of drugs and alcohol in the workplace.
8. Be able to carry out the functions of the job without risk of harm to the health and safety of self and others.
9. Hold a valid driver's license and have a reliable, registered vehicle with insurance as required by Agency, and appropriate to position.

ENVIRONMENTAL AND WORKING CONDITIONS:

1. Traveling is required. Must drive in various weather condition on roads of varying degree of repair.
2. May be exposed to extremes of heat and cold in all weather conditions
3. May work in community based settings, and clients' homes and outdoors.
4. May work during non-business hours.
5. May experience:
 - a. hostile and emotionally upset clients, family members, visitors and staff; may have contact with clients under a variety of un-predictable circumstances.
 - b. stress due to a demanding profession;
 - c. exposure to infections and contagious diseases; may be exposed or occasionally exposed to client elements. OSHA exposure category
Category I: Position includes tasks that involve exposure to blood, body fluids and tissues
 - d. a variety of environmental exposures such as inclement weather, animals, firearms, tobacco use, dust, and other client based activities and preferences.

PHYSICAL REQUIREMENTS:

1. Must walk, sit, stand, bend, lift and move intermittently during working hours.
2. Must have the ability to push, pull and lift from the floor, up to a total of 50 pounds and be able to move with the weight, as to Agency standards.
3. Climbing-be able to navigate stairs of varying heights and degrees.
4. Balancing-be able to maintain balance.
5. Kneeling, crouching, stooping, twisting, reaching below waist level, reaching overhead and reaching torso level.

6. Manual finger dexterity-will need dexterity to perform duties and use equipment.
7. Visual acuity-will need sufficient eyesight to drive a car, use office equipment and perform duties.
8. Auditory acuity- will need to assist individuals in person and by telephone.

PERFORMANCE REQUIREMENTS:

I. Performance Standards:

1. Performs speech therapy tasks according to accepted standards of practice.
2. Familiarizes self with patient, diagnosis, procedure, medications, etc. prior to providing care.
3. Adheres to standard precautions, and cleanliness of belongings/equipment brought into the home.
4. Conducts age-appropriate physical, psychological, environmental, and social assessment of patients, and documents all observations accordingly.
5. Develops clinical care plans with physician approval, patient and designated helpers/family input, and supervisor oversight.
6. Plans for follow-up based on priorities/needs of the patient.
7. Adequately prepares patient for discharge.
8. Develops/supervises Aide Plan of Care.
9. Coordinates plan with other disciplines and other agencies.
10. Collaborates with patients and designated helpers/family for teaching and goal setting.
11. Conducts reassessments according to the Plan of Care and regulatory guidelines.
12. Recognizes: changes in general physical/mental condition, untoward responses to medication and treatment, and overall response to treatment.
13. Implements speech therapy care plan, evaluates progress toward goals and modifies Plan of care/visit plan accordingly.
14. Meets Agency expectations of visiting depending on geographic location, and/or specialty area, and/or assignment.
15. Understands concepts in rehabilitative and palliative therapy.
16. Refusal to provide care is based on well-defined cultural values and/or religious beliefs.
17. Employs evaluation and research-based treatment of problems that affect language, articulation, voice and swallowing.
18. Establishes positioning for improved language, articulation, and voice.
19. Uses augmentative devices and modalities to enhance communication.
20. Medication management (effects, side effects, interactions).
21. Completes initial documentation: OASIS Start of Care or other age/program appropriate assessment, outcome planner, and goal sheet within 1 day.
22. Completes ongoing documentation in the patient's home whenever possible, but at least by the end of the work day.

23. Completes re-certifications (485, OASIS when indicated) prior to due date. For anticipated death at home, if indicated, within 24 hours, completes Death at Home OASIS form.
24. Notifies physician of changes in the patient's physical/mental condition, untoward responses to medication and treatment, for further nutritional follow-up, and about overall response to care and/or at least every 62 days.

II. Professional Accountability:

1. Demonstrates a commitment to the mission and core values of the Agency.
2. Complies with all Agency policies and procedures.
3. Demonstrates respectful and effective communication in all interactions.
4. Protects the privacy and confidentiality of clients, co-workers and Agency operations.
5. Complies with Agency policies to protect confidentiality, integrity, availability and security of all protected health information. Reports a breach of security to Agency's Security Official.
6. Conducts him/herself in a safe manner by adhering to all safety practices, rules and standards.
7. Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
8. Reports to work on time, provides advance notice for time off, accurately reports time and attendance and appropriately manages paid time off (if applicable) in accordance with agency policy.
9. Demonstrates a commitment to integrity in work habits and use of Agency resources.
10. Performs duties as assigned that may be outside his/her principle responsibilities.
11. Effectively communicates to transfer information, provide guidance and resolve conflicts.
12. Reports concerns and complaints regarding abuse, neglect and exploitation in accordance with Vermont State Law and Agency.
13. Enhance or improve Agency services by participating in team meetings, projects and committees.
14. Contributes to a positive work environment and responds in a constructive manner to change.
15. Documents the provision of care and services in accordance to Agency policy.

SIGNATURES:

Supervisor

Date

Employee

Date