



JOB DESCRIPTION

Position Title: Speech-Language Pathologist

Program/Location: ConnectWell Family, Community and Developmental Services Speech & Language Program
30 Bennett Street, Carleton Place, ON

Reports to: Manager of Family and Developmental Services

Role Summary

To support the optimal communication and social development of children and adults with communication difficulties who reside in Lanark, Leeds and Grenville Counties. Specific caseload and responsibilities may vary.

POSITION REQUIREMENTS

1. Education

- Masters degree in speech-language pathology or equivalent.
- Certification by the Hanen Centre to run 'It Takes Two to Talk' Parent Program and/or other Hanen programs recommended.

2. Professional Experience

- Registered or eligible to be registered with the College of Audiologists and Speech-language Pathologists of Ontario (CASLPO).
- Experience with a wide range of pediatric speech-language difficulties/disorders.
- Related experience with developmentally delayed population, both children and adults recommended.
- Experience or related training in augmentative/alternative systems of communication recommended.
- Related supervisory experience recommended.

3. Key Competencies

- Knowledge of parent role in speech and language development.
- Excellent communication and interpersonal skills, sensitivity to different cultures and socioeconomic backgrounds.
- Computer literacy.
- Demonstrated skills in behavior management and group dynamics within treatment programs.
- Ability to work independently as well as in a team environment.
Must hold a current driver's license and access to a vehicle.
- Current Vulnerable Sector Criminal Records Check.



POSITION RESPONSIBILITIES

SUPERVISORY DUTIES:

1. Assumes responsibility for assessment, program design, and ongoing supervision of intervention provided by mediators, which includes parents and other professionals.
2. Meets regularly with mediators to discuss service and to monitor client progress.
3. Maintains contact with clients, families and/or mediators to notify them of changes to service provision.
4. May be required to supervise Speech-Language Pathologist/Communicative Disorders Assistant Students in placements arranged through their university/college program.
5. Supervision of Communicative Disorder Assistants (CDAs).

CLIENT-RELATED DUTIES:

1. Assumes responsibility for client caseload while maintaining 70% of total time for client related duties and 30% non-client related duties. Preschool services include children aged birth to entrance into senior kindergarten. Adult consultation services available for 18 years and older with a developmental delay. Autism Services may include assessment and intervention for clients with Autism Spectrum Disorder (ASD) aged birth to 18 years.
2. Completes initial assessments with preschool clients on waiting list for program to determine eligibility, assess initial needs of client, provide interim information and resources and make recommendations regarding referral to other services. Completes initial assessment with clients with ASD to assess needs of client, provide recommendations of goals and programming, and refer to other services if needed.
3. Assesses client needs through caregiver interview, observation, informal and formal language testing as appropriate.
4. Determines goals for clients.
5. Recommends and provides a range of intervention services to clients including parent training, parent/caregiver consultation, home programming, monitoring, direct treatment in either individual and group settings, depending on client need.
6. Designs and implements therapy plans to achieve short and long-term goals.
7. Keeps Manager and other team members informed of significant case developments as needed.
8. Prepares for, attends and presents information at case conferences for clients on caseload.
9. Consults to and acts as liaison with other professionals, programs, agencies involved with client around communication programming.
10. Refers client to outside agencies for appropriate services as required.
11. Collaborates with families and other team members to prioritize goals. Writes reports as per CASLPO guidelines for all clients interprets them to clients and/or their families as required. Distributes reports at family's request to other professionals and/or agencies involved. Requests pertinent client information from outside agencies, with family permission, as required.
12. Maintains records and contacts as per CASLPO guidelines.
13. Completes weekly statistics on ASGARD, documenting time spent on client and non-client related activities, and monthly Language Express statistics (ISCIS).



ADMINISTRATIVE DUTIES:

1. Attends all Speech & Language Team meetings (bi-weekly) and may attend Agency staff Meetings. Staff affiliated with other programs may be required to attend team meetings at the site where they provide service.
2. Participates in biennial self and team evaluations.
3. Recommends/develops new therapy materials and assessment tools as required.
4. Fields enquiries within the community concerning language development and services and acts as a professional reference source to other programs within ConnectWell.
5. Attends all Language Express Service Provider meetings.
6. Performs other duties as assigned in accordance with professional guidelines for SLPs.

COMMUNITY RESPONSIBILITIES:

1. Prepares, organizes and conducts workshops/presentations presented by the Speech & Language Program, and Language Express for health promotion as requested within the community and as caseload permits.
2. Consults with community agencies regarding referrals and/or programming needs.
3. Supports ongoing initiatives of the Language Express - including representing ConnectWell on sub-committees of the Language Express System Committee.
4. Collaborating with Language Express in supporting service delivery across geographic areas.

STAFF DEVELOPMENT RESPONSIBILITIES:

1. To keep updated in the field of speech-language pathology through workshops, videos, readings, conferences and professional associations (e.g. OSLA, SAC) as directed through CASLPO continuing education requirements.
2. Complete the CASLPO self-assessment tool on an annual basis.
3. To remain open to new methods, materials and service protocols.

Other related duties as required

Standard ConnectWell Employee Responsibilities

As an employee of ConnectWell, this position is responsible for the following:

Administrative

- Preserves confidentiality of all client and employee information and seeks to minimize risk while working with data
- Submits records of time worked and time off in a timely manner
- Maintains and develops professional competence, and where applicable, a professional license to practice, through appropriate continuing education methods (e.g. peer interaction, literature review, conferences, courses, staff development leave, etc.)
- Complies and adheres to all applicable ConnectWell policies and procedures

Organizational Responsibilities

- Respects and values the diversity of the community and individuals
- Supports the organization's student placement programs



- Contributes to the organization’s work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as committees and working groups, strategic planning and accreditation
- Contributes to the organization’s practices of hiring, orienting and training of employees
- Participates actively in team meetings
- Consults with and provides support to team members and other ConnectWell employees regarding professional issues
- Participates in the development of policies and procedures by providing feedback in the organization’s policy development process
- Works in a manner that incorporates health promotion and recognizes the determinants of health
- Participates in team and individual professional development opportunities

Occupational Health & Safety

This position must also work within the scope of all legislative and ConnectWell Health and Safety policies. In this capacity, the employee:

- Works in a manner that promotes a safe, secure environment, and is compliant with the Duties of Workers under the Ontario Occupational Health & Safety Act (Section 28)
- Must read and follow all ConnectWell Occupational Health & Safety policies
- Works safely in consideration of the following job hazards: noise, workplace violence
- Participates in Occupational health & Safety training as required:
 - AODA
 - WHMIS
 - Employee Safety Training
 - Other (as required)

I _____ have read this job description and understand and accept the responsibilities outlined within. I have also been given a copy of this job description.

Employee Signature

Date

Supervisor Signature

Date