



<b>Job title</b>	<i>Speech Language Pathologist</i>
<b>Reports to</b>	<i>Director of Therapy Services</i>
<b>Fair Labor Standards Status</b>	<i>Exempt</i>

### **Job purpose**

The Speech Language Pathologist is responsible for daily implementation of individual therapy both at the center and throughout the community, which meet the needs of both the child and their family. These services should be provided in a manner which is sensitive to the cultural, physical, psychological and social developmental needs of the children and is in compliance with Birth to Three, Medicaid, DPI and medical guidelines. The Speech Language Pathologist reports to the Director of Therapy Services

### **Working relationships**

Community professionals  
Agency Staff  
Families  
Volunteers  
General public  
Contracted Schools

### **Prime functions**

*Select Assessment Tools And Evaluate Children For Speech/Language Delays And Oral Motor/Feeding Difficulties:*

- Check for doctor's orders and insurance authorization before completing an evaluation, if necessary.
- Demonstrate competency assessing speech/language and oral motor/feeding difficulties using a standardized evaluation tool.
- Interpret the evaluation results to the family, physician and agency staff.
- Follow IEP procedures to secure appropriate consents prior to evaluation and document evaluation finding on the IEP

*Design A Treatment Plan And Provide Ongoing Treatment According To The Needs Of The Children Assigned To The Therapist:*

- Demonstrate competency with a variety of treatment techniques in the areas of oral motor/feeding therapy, speech/language development and/or disorders, and communication.
- Write goals, which are functional and measurable.
- When appropriate, act as a primary provider, incorporating goals and objectives from all developmental areas into treatment plan.
- Consult with physicians and community professionals as required to meet the needs of the child.
- Modify therapeutic activities to meet the child's emotional and physical needs.
- Demonstrate proficiency in the use of adapted/specialized equipment
- Assist classroom and home in facilitating proper positioning and diet guidelines for feeding for children with disabilities.

- Effectively coordinate multiple components of job duties.
- Provide therapy and demonstrate the ability to maintain a caseload with a variety of pediatric ages and diagnosis

*Complete All Documentation And Record Keeping Requirements Of The Agency And Regulatory Bodies As They Relate To The Specific Children Under The Therapist's Care:*

- Complete initial speech/language therapy evaluation report within established Penfield timelines.
- Complete daily notes and billing according to established Penfield timelines.
- Complete plan of care regarding child's progress every 90 days or as specified by the insurance company.
- Complete PA's as needed for clinic children – immediately following initial evaluation, 14 days prior to expiration date, and as needed thereafter..
- Complete discharge notes within 4 weeks following date of therapy discharge.
- Complete all required paperwork/billing for school contracts and follow established timelines.

*Participate In The Development Of The IFSP For Children Assigned To Their Caseload And Provide Training To The Child's Family And Classroom Staff:*

- Communicate with agency staff and other professionals involved in the child's care.
- Attend child's IFSP meeting as required.
- Train and provide parents/family/classroom staff with appropriate activities to do with their child.
- Encourage families/classroom staff to be active participants in their child's programming.
- Provide support for parents/family/classroom staff regarding their concerns and needs.
- Provide functional activities and coach families to work on with their child within the context of their daily routine.

*Maintain Positive Interactions Among Children:*

- Interact with children showing affection, interest and respect.
- Treat children of all races, religion, family backgrounds and cultures with respect and consideration.
- Use positive approaches to help children behave constructively including, but not limited to, redirection, planning ahead, consistent clear rules, logical or natural consequences and problem solving techniques.
- Supervise children under your care at all times.
- Do not discuss issues concerning a child in the presence of the child.
- Provide personal care to children as necessary.

*Function As Part Of A Team:*

- Attend staff meetings.
- Meet productivity expectations by managing a full schedule and providing coverage as needed.
- Work cooperatively with all team members.
- Demonstrate a positive attitude and be a positive role model for other staff members.
- Work cooperatively to solve problems.
- Communicate effectively with Director, co-workers, and outside agencies.
- Express ideas verbally and written in group and individual settings, and listen to others points of view.
- Provide coverage for staff absences when available.

*Follow Agency Policies And Requirements For Medicare, Birth To Three, Childcare, And Accreditation Standards:*

- Follow personnel policies.
- Maintain work area in a neat and orderly manner assisting with daily cleaning, disinfecting, laundry, and cleaning equipment as needed.
- Maintain prompt hours and notify supervisor of illness/absence.

- Knowledge of licensing, Medicare rules, and DPI regulations.
- Be prepared to gain new skills in medical and educational areas.
- Become familiar with emergency procedures and be able to calmly apply them.

*Assist the agency as needed:*

- Meet all licensing requirements.
- Attend continuing education courses as related to the profession.
- Supervise SLP students, CFY staff and SLPA's.
- Provide in-services to Penfield staff as appropriate.
- Perform all other duties as assigned
- Encouraged to volunteer 4 hours of time per year to a Penfield activity

*Qualifications*

- Master's degree from an accredited college/University in Speech Language Pathology
- Licensed by the state of WI as an Speech/Language Pathologist
- Licensed by the WI Department on Public Instruction
- Maintain ASHA certification
- Thorough knowledge of child development.
- Excellent organizational skills and attention to detail
- Excellent communication skills – written and oral.
- Computer literacy required: efficiency in Microsoft office. Ability to learn new programs.
- Ability to work with a culturally diverse group of employees and families
- Ability to work in a variety of settings including center-based, in-home therapy, child care, schools and community settings.
- High level of confidentiality and ethics.
- Ability to lift or move objects of 50 lbs. or less on a daily basis.
- Must have sufficient mobility to move- including bend, stoop, reach, lift and grasp.
- Meeting vaccine standards as outlined in Bloodborne Pathogens Exposure control plan
- Valid Wisconsin driver's license and access to an insured vehicle during working hours

**Performance criteria**

- Organizational development , foster a culture of high performance, accountability and teamwork
- Financial Stability, maximizing organizational efficiencies through productivity and program improvements.
- Quality Improvements through Data Analytics, implement electronic client records system
- Community Engagement, execute communication and outreach plan for awareness and position Penfield as a leader in the field

Penfield Children's Center is an Equal Opportunity Employer.