



## West Wimmera Health Service Position Description

<b>Position:</b>	<b>Speech Pathologist – Grade 2</b>
<b>Location:</b>	Based at Nhill and may be required to work across all sites as mutually agreed upon
<b>Reporting to:</b>	Executive Director Community Health
<b>Division:</b>	Community Health Division
<b>Award:</b>	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026
<b>Level:</b>	Year level dependent on qualifications and experience as per Award

### **Overview of West Wimmera Health Service**

Our community is the heart of West Wimmera Health Service (WWHS). We are committed to delivering the highest quality health services and ensuring our services meet the needs of our population.

We deliver services across a 22,000 square kilometre region, which is home to nine rural townships including Nhill, Gorokey, Jeparit, Kaniva, Rainbow, Natimuk, Minyip, Murtoa and Rupanyup.

**Our Purpose – *Great care, every person, every time.***

### **Our Strategic Goals**

#### ***Our people – Inclusive, Respectful, Productive***

To be a great place to work where everyone contributes and everyone belongs.

#### ***Our Care - Safe, Effective, Innovative***

To fully embrace new technologies and processes that enable world class rural healthcare.

#### ***Our Community - Connected, Informed, Healthy***

To be fully engaged with the communities we serve, supporting people to live longer, healthier and happier lives.

#### ***Our Future - Environmentally Responsible, Economically Secure***

To maintain financial sustainability and develop an Environment, Social and Governance (ESG) strategy to align the service's operations with established ESG principles.

## Our Values



### TOTAL CARE

Delivering care that is safe, effective and person-centred, always.



### SAFETY

Providing a safe workplace and services free from avoidable harm.



### UNITY

Working well together in a great place to work.



### ACCOUNTABILITY

Doing the right thing by our stakeholders and ourselves.



### INNOVATION

Using our imagination - if there's a better way we will find it.

West Wimmera Health Service acknowledges the Wotjobaluk, Jaadwa, Jadawajali, Wergaia and Jupagalk Nations as Traditional Owners of Country and pay our respects to Elders past and present.

We celebrate, value and include people of all backgrounds, genders, sexualities, cultures, bodies and abilities.

### Position Relationships:

Key Internal Relationships	Key External Relationships
<ul style="list-style-type: none"> <li>• Speech Pathology Department Staff</li> <li>• Allied &amp; Community Health Staff</li> <li>• Executive Director Community Health</li> <li>• Clinical Staff – Aged Care and Acute</li> <li>• WWHS employees</li> </ul>	<ul style="list-style-type: none"> <li>• Wimmera communities</li> <li>• Health, welfare and community organisations, local, regional and state-wide.</li> </ul>

### Position Overview:

The Speech Pathology Department at WWHS provides generalist services to a mixed caseload of adult and paediatric community clients, residents and inpatients across WWHS hospitals and residential aged care facilities.

The Community Health team provides services through a range of flexible service delivery models, such as individual and group consultation, health promotion and education, to the communities across its catchment. The Speech Pathologist will be expected to participate in education and quality improvement activities upon request.

### Key responsibilities:

- Manage a Speech Pathology caseload across acute, aged care and community settings, including home visits as necessary.
- Actively contribute as a team member to the effective operation of the Speech Pathology Department,
- Work effectively and collaboratively with all members of the multidisciplinary team within WWHS, other professionals and agencies to provide client centred care and enhance continuity of care.

- Establish and maintain positive relationships with external agencies and strategic partners in relation to effective delivery of Speech Pathology services and community development across the Wimmera.
- Attend and participate in relevant committees, team meetings, case conferences and family meetings as required and relevant to the level of skill and experience.

#### **Statement of duties:**

##### **Professional Practice:**

- Provide Speech Pathology assessment, intervention, education, advocacy and discharge planning to consumers and their carers in the areas of communication and swallowing disorders.
- Undertake any fee-for-service required by contract to health services outside of West Wimmera Health Service.
- Offer clinical supervision to new graduates and peer review/supervision with other team members.
- Supervise and provide direction to Allied Health Assistants and students on work experience or placement.
- Act as a consultant to doctors, nursing and allied health staff with regard to the management of speech pathology disorders both on an inpatient and outpatient basis, and to ensure appropriate communication with the referral source. When necessary act as a mediator or advocate for the Grade 1 practitioners, if and when issues may arise and assistance is required.
- To efficiently undertake departmental administrative duties such as dealing with correspondence, timely collation of statistics, completing client files and reports for clients, as well as Departmental Monthly reports and Annual Report, submissions and accountability documents for funding.
- To prioritise, in consultation with the other staff in the Department and within the parameters of the Divisional Budget, a list of equipment and resources to be purchased or replaced within the Department.
- Assist with the planning for the overall development of the Department and Division through the preparation of submissions including any necessary research.
- Propose strategies to more effectively achieve Community Health targets.
- Participate in regular professional supervision.
- Perform other related duties as directed by the Executive Director of Community Health or Chief Executive Officer.
- Ensure familiarity with the expected standards of performance in the role and actively contribute to own personal development.
- Maintain a good working knowledge of and adherence to standards and legislation relevant to the role (such as Child Safe Standards, Aged Care Act etc.) and actively promote compliance to any such standards and legislation.
- Comply with all relevant WWHS policies and procedures and any program specific guidelines.
- Attend all required staff meetings and trainings.
- Work in accordance with West Wimmera Health Service's Code of Conduct and demonstrate commitment to the Service's core values.
- Recognise, respond and escalate changes in the patient's condition.
- Accept accountability and responsibility for own action within scope of practice.

##### **Quality, Safety and Risk Management:**

- Ensure you are aware of WWHS emergency procedures.
- Ensure compliance at all times, with mandatory education competencies completed by the due date in accordance with WWHS policies and protocols.

- Ensure and take all reasonable care for your personal safety and the safety of patients, consumers, volunteers and colleagues.
- Participate in relevant quality improvement activities as directed by the Management.
- Actively participate in relevant accreditation processes.
- Identify and report relevant risks including those relating to human resource management, workplace culture and industrial relations and actively work other staff as appropriate to effectively manage such risks.

#### **Communication:**

- Maintain a professional and friendly approach in all interpersonal communication with patients, consumers, volunteers and colleagues.
- Ensure effective and open lines of communication with other Community Care Team members, customers, volunteers) and WWHS management staff.
- Maintain confidentiality as per WWHS Policy and in accordance with relevant privacy and health records legislation.
- Demonstrated capacity to effectively give and receive constructive feedback and/or criticism.
- Demonstrated capacity to effectively manage conflict at a personal level and to appropriately escalate matters beyond a personal level.
- Establish, develop and maintain trust and confidence with line managers and direct reports.
- Work effectively consistent with policies and procedures to and agreed performance and behavioural expectations.

#### **Key Selection Criteria:**

##### **Essential:**

1. Bachelor of Speech Pathology, Master of Speech Pathology or its equivalent tertiary qualification.
2. Eligibility for membership to Speech Pathology Australia.
3. At least two years' experience working in the Speech Pathology field.
4. Demonstrated knowledge and experience in assessment and management options for a broad range of communication and/or swallowing disorders.
5. Demonstrated effective and professional oral and written communication and interpersonal skills.
6. Demonstrated ability to work collaboratively with multidisciplinary team and relevant stakeholders to achieve optimal client/patient outcomes.
7. Demonstrated ability to be self-motivated to learn and improve own performance through feedback and reflective practice.

##### **Desirable:**

1. Clinical experience, or if a graduate, placement experience, in a variety of community-based settings relevant to the role within a rural health service.
2. Interest in rural speech pathology practice.
3. Demonstrated ability to work independently without close supervision, and ability to manage time and workload appropriately.
4. Competent with using the computer and willingness to learn new software applications.

##### **Pre Requisites:**

1. NDIS Worker Screening Clearance
2. National Criminal Record Check prior to commencement and then again every three years

3. Employee Working with Children Check
4. Fully vaccinated for COVID-19 as per current Department of Health Directive
5. Flu Vaccination
6. Current Australian Driver's Licence

**Internal Direct Reports:**

Nil

**External Direct Reports:**

Nil

**Appraisal:**

- Initial appraisal – 3 months after appointment
- Thereafter – 12 monthly.

**Certification**

We hereby agree that the details contained in this document are an accurate statement of the primary requirements of the position.

<b>Authorised By:</b> Executive Director of Community Health	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

<b>Position Incumbent Name:</b>	
<b>Signature:</b>	<b>Date:</b>