



POSITION DESCRIPTION

Position Title: Speech-Language Pathologist Assistant
Department: Rehabilitation Services
Classification: Rehabilitation Aide
Union: CUPE Community Support
Approved by: Regional Lead – Community & Continuing Care
Date approved: December 17, 2019

REPORTING RELATIONSHIPS

Position reports to: Manager, Health Services – Rehabilitation Services
Positions supervised: None

POSITION PURPOSE

Under the supervision of the Speech-Language Pathologist, the Speech-Language Pathologist Assistant assists with the delivery of speech and language services within the Adult and Children & Youth Services programs. This individual also assists in the Rehabilitation Services program operations by participating in supportive functions/tasks such as scheduling, filing, photocopying etc. as assigned.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

Clinical

- Plans Speech and Language Pathology therapy sessions and organizes materials for these sessions under the direction of the Speech-Language Pathologist.

- Conducts therapy with inpatients and outpatients individually and/or in groups in the areas of speech, language, voice, fluency and dysphagia under the direction of the Speech-Language Pathologist.
- Conducts hearing screenings under the direction of the Speech- Language Pathologist and/or Audiologist.
- Assists Speech-Language Pathologist in therapy sessions when required.
- Tracks productions, therapy targets and records care giver comments during treatment session.
- Seeks clarification prior to implementation of any delegated tasks assigned by the Speech-Language Pathologist where further explanation is required.
- Assists in programming assistive-augmentative communication devices.
- Communicates directly with Speech-Language Pathologist in regards to client's treatments, progress and general well-being both verbally and in writing.
- Maintains accurate individual records of time spent with patient treatment and indirect duties.
- Consults with the Speech-Language Pathologist on an ongoing basis regarding their assigned caseload to ensure treatment objectives are attained.

Clerical/Maintenance

- Maintains necessary supplies in the therapy area.
- Cleans all equipment after use, and assists with specialized cleaning not completed by housekeeping.
- Schedules appointments.
- Prepares therapy materials (visuals using the Boardmaker program, task boxes, home programs, etc).
- Creates or modifies forms, create handouts under the direction of the Speech-Language Pathologist.
- Participates in the implementation and maintenance of the supply/inventory management system.
- Completes maintenance requisitions for repairs on equipment.

General

- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.

PERFORMANCE MEASUREMENTS

1. Performance Conversation to be completed at the end of the probationary period and at minimum every two years following.

QUALIFICATIONS

Education/Certification:

- Graduate of an accredited recognized Communicative Disorders program.

Knowledge required:

- Proficiency in Microsoft Office Applications and Outlook/Email.

Experience required:

- One (1) year previous experience working as a Speech-Language Pathology Assistant is desired.
- Other suitable combinations of education and experience may be considered.

Skills/Competencies/Conditions of employment:

- Demonstrated ability to problem solve.
- Demonstrated ability to handle multiple priorities in a changing environment.
- Demonstrated organizational and time management skills.
- Demonstrated written and verbal communication skills.
- Demonstrated to work independently and as part of a team.
- Given the cultural diversity of our region, the ability to respect and promote a cultural diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.

- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00

WORK CONDITIONS

- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary
- Will be required to travel to other regional facilities as the position duties may require

SALARY SCALE

As per CUPE Community Support Collective Agreement

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.