

SAINT JOHN'S COMMUNITIES JOB DESCRIPTION

JOB TITLE: Speech Language Pathologist

REPORTS TO: Director of Physical Wellness

STANDARD PRECAUTIONS – Category 1

FLSA CATEGORY: Non- Exempt – Hourly

JOB CODE: 14-4.30

JOB OBJECTIVE: Provides treatment and evaluation upon physician referral according to the American Speech-Language-Hearing Association (ASHA) and facility standards/procedures. Provides comprehensive management and treatment to clients to assist the improvement of speech, voice, language, cognitive, and swallowing deficits which may be impaired by disease, developmental delay, or trauma. Assists department director in developing/revising programs and procedures and therapeutic classes.

KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:

1. Must have a Master of Science in Speech Pathology from an accredited college or university and Certificate of Clinical Competence in Speech/Language Pathology granted by the Board of Examiners of the ASHA or be in the process of obtaining such certification.
2. Must have CPR/First Aid certifications or become certified in first 6 months of employment.
3. Must have effective verbal and written communications skills.
4. Must be proficient in Microsoft Office programs including at minimum Word, Excel, and Outlook. Working knowledge of EHR systems is preferred.
5. Must have the ability to adapt to changing organization needs and work flexible client/resident scheduling capability to meet needs. Takes appropriate risks (actions) in responding to “customer’s needs”. Responds to changing needs without excessive need for set rules or procedures.
6. Must have excellent organization and verbal and written communication skills, be dependable, patient, and flexible. Ability to work effectively both independently and as part of a team with enthusiasm, initiative, and creativity.
7. Preferred experience working with Geriatric and Neurologic populations

ESSENTIAL FUNCTIONS, DUTIES and ACCOUNTABILITIES:

1. *Professional Standards:* Demonstrates the ability to respond with tact and proper conduct when dealing with residents, the public, families, physicians, and fellow employees.
2. Provide/give support to residents and significant others, including establishing a rapport, in order to counsel residents and significant others concerning the condition and treatment of the resident.
3. Ability to conduct and interpret appropriate speech, cognitive, memory, and/or swallowing assessments and standardized test in accordance with current best practice standards.
4. Suggests referrals to other disciplines as needed and accepts referrals from other discipline.
5. Conduct informal conferences with residents, their caregivers/families, and other treatment team members as needed.
6. Demonstrates an awareness of resident needs.
7. Strives to achieve and maintain productivity goals and works with director to achieve these goals.
8. Completes all treatment calendars and reports to a timely manner.
9. Organizes and prioritizes work so that deadlines and schedule are met.
10. Completes all assigned/required resident care activities before leaving for the day.
11. Maintain/develop a high level of skills and competency in the field of speech language pathology in order to incorporate new skills and technology into the duties of this position including maintaining licensure and certifications and attending/participating in required departmental and organizational meetings or training.

12. Develop/implement treatment plans in order to provide resident with appropriate plan of therapy care. Modifies and updates treatment methods when necessary. Re-evaluate treatment plans accurately at appropriate intervals. Discontinue therapy as indicated. Establishes home/unit programs when appropriate.
13. Assures a safe environment and reduces risks for residents, staff, and visitors. Recognizes and reports safety/risk issues. Alerts staff appropriately when precautionary measures are needed concerning a particular resident.
14. Maintains the appropriate clinic records in accordance with department procedures and follows department quality assurance standards.
15. Be able to effectively communicate with and motivate residents and employees around meeting their personalized therapy, fitness, and wellness goals. Monitor individual's progress on goals with appropriate documentation.
16. Monitors and follows procedures to maintain the Saint John's facilities safety, cleanliness, and excellent appearance.
17. Assures that resident/employee rights are maintained at all times. Reports any violations or suspected deviations immediately, according to Saint John's policy.
18. Maintains confidentiality of all department and organization information.
19. Knows and follows existing lines of communication and authority.
20. Ability to maintain a person-first focus, treating others with respect and integrity.

Personal/Professional Integrity and Responsibility

1. Employees act with honesty and openness in all their dealings as representatives of the organization and are expected to support a working environment that values respect, fairness, inclusiveness, and integrity. Our employees promote responsibility in the workplace by recognizing and respecting boundaries of people with whom we work and serve.
2. Employees support practices and principles of the person-first philosophy that gives residents the power of choice. Employees are considered part of the community and are expected to perform duties within the principles and practices that guide care and services through knowing and honoring the person before the task. i.e. Fostering relationships between residents, family and staff. Each person is to be known as an individual who can and does make a difference. We nurture the spirit as well as the mind and body. We promote growth and development for all and, we create an environment that meets the physical, social, emotional, intellectual, spiritual and occupational needs of individuals and the community.

WORK SETTING/ENVIRONMENT:

Work is performed indoors in well-lighted and clean office with some exposure to dust. Heat, air conditioning and humidity are controlled by the building's central system with a temperature variance of not more than 7 degrees on either side of the norm of 72 degrees. Will have exposure to swimming pool environment where room temperature is 90 degrees and pool temperature is 87 degrees.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, and vibration. The employee is potentially exposed to some infectious diseases (TB, Herpes, Hepatitis B). There is also potential for exposure to blood and body fluid secretion. The noise level in the work environment is usually minimal to moderate.

EQUIPMENT USED:

Therapy equipment, computer terminals, printers, copy machine, telephones, tape recorder, and fax. While performing the duties of this job, the employee frequently uses treatment tools. Other equipment the jobholder may operate include elevator, microwave, and Fire extinguisher.

Protective Clothing/equipment required: The employee is required to wear nonslip/closed footwear. The employee is required to wear gloves and masks when appropriate.

PHYSICAL/SENSORY/COGNITIVE REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Physical Strength: Must be able to continuously push/pull objects weighing up to 25 pounds and occasionally up to 50 pounds. Must be possess knowledge of safe use of fitness/therapy equipment which may involve resistance equipment as well as treadmill, elliptical, pullies, and stationary bike. Must demonstrate ability to safety complete resident transfers, know when to request assist from other team members to aid in transfers or ambulation guarding, repositioning for feeding, swallowing, toilet assist, carrying meal trays, and pushing wheelchairs.

Manual Dexterity: Must be able to continuously use hands, arms for moderately manipulations demonstrating fitness/therapy equipment.

Coordination: Must be able to continuously perform tasks which require action of muscles and groups of muscles, hand-eye coordination, and steadiness of motion.

Mobility: Must be able to continuously stand and walk; frequently sit, occasionally squat, bend to floor, reach over shoulder, kneel, twist, sit, stand, and remain in uncomfortable positions for prolonged periods.

Speech: Must be able to continuously speak clearly and make self understood in person and on the phone.

Emotional Stability: Must be able to frequently deal with stress created by multiple tasks, deadlines, and interruptions.

Vision: Must be able to continuously see objects and distinguish colors for reading computer monitor and safely handle equipment and safety of others.

Hearing: Must be able to continuously hear normal sounds and voices with some background noise in order to respond to emergencies.

Concentration: Must be able to continuously concentrate on fine detail with frequent interruptions.

Attention Span: Must be able to continuously attend to tasks for more than an hour at a time.

Conceptualization: Must be able to continuously understand and relate to theories behind several related concepts.

Memory: Must be able to continuously remember verbal and written assignments given at beginning of a period extending over long periods of time.

EMPLOYEE RESPONSIBILITY IN AN EMERGENCY: Must know, understand, and comply with all emergency procedures and be able to assist with resident evacuation if necessary, and all safety, security, infection control and hazardous materials policies and procedures.

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1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.
 2. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.
 3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined with or without reasonable accommodation.

Employee Signature

Supervisor Signature

Revised 7/2021