Holy Childhood
Job Description

JOB TITLE: Speech Language Therapist
REPORTS TO: School Program Director
HOURS/STATUS: Full Time/Exempt

JOB SUMMARY
Under the direction and supervision of the School Program Director, the Speech Therapist will provide individual and group speech services as outlined on the Individual Education Plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Perform intake speech and language evaluations for newly enrolled students and complete speech-language re-evaluations every three years for those students attending the Children’s Program.
- Write addendums to the current IEP and submit projected goals and objectives to the Committee on Special Education.
- Complete annual hearing screenings and provide follow-up and provide aural rehabilitation services to targeted students.
- Complete individual Augmentative Assessments and compile the necessary information to recommend the level and the type of assistive technology needed.
- Responsible for troubleshooting and programming Augmentative devices and preparing visual materials for individual and classroom use.
- Collaborate with classroom teachers to complete NYSAA Data folios, to develop each student’s Present Levels of Performance (PLP) and to develop the student’s Individualized Educational Plan (IEP).
- Provide Speech and Language therapy, both individual and group, as stated on the current IEP. Therapy includes, but is not limited to the following: language, pragmatic and social skills, fluency, aural rehabilitation, articulation/oral motor and augmentative communication.
- Provide student teacher supervision and to provide Clinical Fellowship Year (CFY) supervision upon request.
- Maintain mandated documentation including Medicaid Reimbursement Program, daily billing, daily progress notes, quarterly reports, evaluations, case reviews/treatment coordination paperwork.
- Provide oversight, when required, to Bachelors level Speech Therapists in accordance with Medicaid requirements.
- Attend student team meetings, parent-teacher conferences, annual transition planning meetings for those students on caseload. Attend Children’s Program staff meetings, clinic program staff meetings and agency wide meetings.
- Referral services to related professionals when necessary.
- Provide guidance and professional training to other staff concerning therapy carry-over and consistency for those students or consumers in need.
- Provide parent education and training concerning speech-language therapy, use of visuals and augmentative devices used at home and in the community.
- Assist in the development of and participate in staff education programs.
- Additional duties as assigned

Measurement Goals:
Goal 1: Putting People First
- Demonstrates respect for all others
- Demonstrates support for individual choice-making in order to enhance confidence and assertiveness
- Seeks information on the range of services available to individuals with developmental disabilities
- Provides opportunities for the individual to be a self-advocate

Goal 2: Building and Maintaining Positive Relationships with Students
- Supports individuals to overcome barriers and challenges to establishing and maintaining a network of relationships and valued social roles
- Demonstrates strategies to encourage and build the individual’s self confidence
- Uses a range of effective communication strategies and skills to establish a collaborative relationship with the person served.
- Modifies his/her own communication to ensure understanding and respect
- Develops trust by communicating empathetically
- Recognizes the impact of the possible discrepancies between the individual’s chronological age and developmental age when communicating

Goal 3: Demonstrating Professionalism
- Demonstrates management of student behaviors
- Demonstrates the following desirable professional qualities in the work site: professional demeanor, attention to punctuality and attendance policies, flexibility and pleasantness
- Demonstrates and attends to the service needs of the students
- Demonstrates the awareness, attitude, knowledge and skills (i.e. cultural competence) required to provide effective support to those we serve from any particular ethnic, racial, sexual orientation, religion, gender, socio-economic, age or disability group, as well as any other component diversity groups
- Functions as a member of a team
- Demonstrates supporting family/guardian communication
- Readily seeks and accepts feedback to improve performance
- Applies knowledge and skills gained to the job
- Personal skills and development
- Adheres to and promotes the mission, culture, and practices of the organization
- Participates in the work of the organization in a positive way
- Adheres to corporate compliance policies and procedures
- Knows, understands and follows the Code of conduct

Goal 4: Supporting Good Health
- Demonstrates effective methods to teach positive behaviors and support existing positive behaviors
- Demonstrates knowledge of, and uses, accepted measures to prevent illness and disease, and teaches methods to the individual
- Recognizes and responds in a timely manner to signs and symptoms of illness/injury and medical emergencies
- Provides a safe and clean environment for the individual based on the skill level and risks
- Accurately documents and adequately protects all health management information
- Correctly follows procedures for mandated reporting and responding

Goal 5: Supporting Safety
• Supports the safety of all individuals in everyday situations
• Follows proper safety procedures
• Understands and can carry out plans for responding to environmental emergencies

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Candidates for this position will have: the ability to demonstrate, and provide examples of continuous personal development and improvement; excellent communication skills (verbal and written); Problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects.

**EDUCATION and/or EXPERIENCE**

**EQUAL OPPORTUNITY EMPLOYER**
Holy Childhood provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**
I have read this job description and completely understand the job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that future performance evaluations are based on my ability to perform the duties and responsibilities to the satisfaction of my immediate supervisor. I have had the opportunity to discuss questions that I may have prior to signing this form.

_________________________________   __________________________
Employee Signature   Date