



Job Description

Job Title: Speech-Language Pathologist
Department: Speech Therapy
Reports to: Manager of Rehabilitation
FLSA Status: Non-Exempt
Prepared By: Human Resources
Prepared Date: 6/18/2019
Approved By: Manager of Rehabilitation
Approved Date: 6/18/2019
Revised Date: 08/09/2023

SUMMARY

Plans and administers medically prescribed speech services within the scope of practice to patients in the outpatient, inpatient and Skilled Nursing Facility/Long Term Care settings. This includes examination, evaluation, diagnosis, planning, intervention and establishing outcomes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Evaluated patients' speech, language and swallowing abilities within the scope of practice.

Partners with patient and family to perform evaluation and re-evaluation and determines treatment diagnosis and plan of care.

Plans, prepares and modifies written treatment program based on evaluation of patient data.

Analyzes data to identify needs and potential risk.

Determines prognosis for recovery and establishes appropriate discharge plan.

Establishes individualized goals with patient.

Coordinates care and effectively communicates all aspects of patient care with rehab team as necessary.

Alters treatment/plan of care to reflect change in patient status and response to treatment as necessary.

Assesses patient and/or caregiver learning needs and provides appropriate education.

Documents appropriate treatment, response, and progress in patient's chart or electronic medical record.

Maintains compliance with all state, federal and local regulatory laws, standards and protocols.

Maintains compliance with Bigfork Valley policies and procedures as well as state, federal, and local regulations in relation to accuracy and timeliness of documentation and charges.

Documentation must include a detailed and accurate record of care provided as well as reflect best practice guidelines, promote enhanced communication amongst providers, and reflect appropriateness of service utilization required for payment.

Instructs patient and family in treatment procedures to be continued at home.

Prioritizes tasks and patient care for effective time management.

Understands and maintains professional licensure/certification requirements.

Maintains a positive attitude toward clients and staff.

Promote the mission, vision and valued of the organization.

All other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; uses reason even when dealing with emotional topics.

Technical Skills - Pursues training and development opportunities; strives to continuously build knowledge and skills.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Maintains confidentiality; listens to others without interrupting; keeps emotions under control.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.

Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Motivation - Demonstrates persistence and overcomes obstacles; measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

Adaptability - Manages competing demands; changes approach or method to best fit the situation.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.

Innovation - Meets challenges with resourcefulness; generates suggestions for improving work; presents ideas and information in a manner that gets others' attention

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Masters or doctoral degree from a Council on Academic Accreditation in Audiology and Speech-Language Pathology (CCA) or equivalent accredited program required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPUTER SKILLS

To perform this job successfully, an individual should have knowledge and experience using personal computers, internet software, Microsoft PowerPoint, Publishing, Excel and Word or equivalent programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Minnesota Speech and Language Pathology License required. Current Certificate of Clinical Competence in Speech/Language Pathology required. Current BLS Certification required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

I have read this job description and agree to work as assigned.

Employee signature

Date