

JOB DESCRIPTION

Unlimited Possibilities (UP) is an Equal Employment Opportunity (EEO) employer: We prohibit unlawful discrimination on the basis of any characteristic protected by applicable local, state or federal law.

Title: Speech Language Pathologist	
Dept: Speech Therapy	Classification: Non-Exempt
Reports to: Manager, Speech Therapy	Updated: 07/21/22

POSITION SUMMARY

The Speech Language Pathologist will provide comprehensive speech language therapy services to children birth to 22 years of age with or at risk for developmental delays, and disabilities to help them reach their maximum potential and become active members of society.

DUTIES AND RESPONSIBILITIES

- Conduct assessment of new referrals in individual or group sessions
- Complete standardized developmental assessments as identified by Program Coordinators
- Design and provide individualized speech therapy to children birth to 22 years old in the clinic setting
- Provide in-service training and support to infant educators
- Provide education and training to parents and/or caregivers
- Monitor SLPAs in accordance with ASHA's guidelines
- Communicate case management issues with the Manager of Speech Therapy
- Communicate with Regional Center Service Coordinators regarding recommendations and/or changes in services
- Facilitate communication with physicians and medical personnel
- Prepare reports including but not limited to initial assessments, progress status updates, reevaluations, and multidisciplinary evaluations
- Complete internal documentation including daily attendance notes, billing, and timesheets
- Attend monthly and quarterly Therapy Staff, Speech Therapy, Unlimited Possibilities (UP) Staff meetings
- Participate in semi-annual IFSP meetings with Regional Center Service Coordinators as needed
- Proactively recommend acquisition of therapeutically needed equipment and supplies
- Assessment and implementation of AAC devices
- Oversee supervision of therapy interns and/or volunteers as assigned
- Ensure safety of clients—screen and report incidents of suspected abuse or neglect
- Provide community resource information as needed
- Perform other duties as requested by supervisor or leadership

Additional Responsibilities:

- Serves as ambassador of UP in the community by representing the mission and vision of our organization.
- Represent UP in an ethical and professional manner; maintain confidentiality and exercise discretion
- Demonstrate a high level of quality work, attendance, and appearance

The above listing of duties and responsibilities is not intended to be all-inclusive but rather to serve as a description of the range of duties and general nature of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

*Essential function

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to exhibit UP values including the ability to focus on producing positive results, use resources wisely and effectively, demonstrate compassion, empathy and respect, respond to community needs with innovative solutions, and foster inclusion of entire family in consumer's life.
- Creative problem-solving abilities.
- Ability to handle inconsistencies, interruptions, and pressure.
- Strong written and oral communication skills including persuasive speaking (both one-on-one and in a group setting); ability to listen and respond to questions effectively.
- Ability to work both collaboratively and independently.
- Ability to work effectively with diverse groups of people.
- Ability to organize, prioritize and meet deadlines.
- Ability to exercise independent judgment and reach logical, practical decisions.
- Ability to maintain confidentiality and exercise discretion.
- Patience, initiative, enthusiasm, adaptability, resourcefulness.
- Proficiency in Microsoft Office, Outlook, Internet, and database management.
- Ability to speak Spanish desirable.
- Comprehensive knowledge of both typical and atypical growth and development.
- Working knowledge of intervention techniques within the practice framework for Pediatric Speech Language Pathologist.
- This is a community-based position requiring moderate physical activity. Employee may be required to stand; walk; sit; use hands; reach; climb stairs; balance; stoop, kneel, crawl or sit on the floor; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Noise level in the work environment is usually moderate.

The physical demands and work environment characteristics 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.

REQUIREMENTS

- Master's Degree in Speech-Language Pathology required.
- Licensed by California Speech-Language Pathology and Audiology Board.
- Minimum of 1-year pediatric job experience or 3 month pediatric internship.
- Must successfully pass job-related health screening and background check and be eligible for acceptance by our company commercial auto policy based upon DMV report with annual review thereafter.
- This position requires local travel. Must provide proof of valid CA driver's license, automobile insurance and reliable transportation upon hire & at expiration thereafter.
- Complete or provide proof of negative tuberculosis test result; maintain clearance every year.
- Complete & maintain Infant/Child/Adult CPR/First Aid training or provide proof of certification.