

## **JOB DESCRIPTION**

### **SPEECH AND LANGUAGE THERAPIST**

<b>Job Title</b>	Speech and Language Therapist
<b>Responsible to</b>	Head of Clinical Services or through delegation to the Clinical Lead for the designated Clinical Team.  The post is located within a designated service and the post holder is required to ensure their role delivery and activity meets the agreed expectations of the Head of Division.
<b>Key Internal Contacts</b>	Other staff within the Clinical team Staff in other departments within the service Staff in other services across Options Central Office Staff
<b>Key External Contacts</b>	Service User relatives, advocates and others Placing Authorities and Service Providers Registration, Regulatory and Inspection bodies Local Services – Statutory, Voluntary and Community Neighbours

## **JOB PURPOSE**

Working as part of a Multi-disciplinary Clinical Team, provide a specialist Speech & Language service. To work collaboratively with all Options services, promoting the well being and best interests of the specific client group and the effectiveness of the service in achieving its aims and objectives. To undertake all aspects of Speech and Language Therapy clinical duties, working within the ethical framework provided by the rules of professional conduct.

To provide advice, information and training to staff, other members of the multi-disciplinary support/ clinical team, commissioners and other agencies regarding complex communication issues relevant to autism and associated conditions including individuals who present with behaviour which challenges.

## **KEY TASK AREAS AND RESPONSIBILITIES**

### **Clinical**

- To perform Speech and Language Therapy assessments of clients with diverse presentations to identify intervention needs and develop and support the delivery of individualised intervention programmes or group sessions.
- To be professionally responsible for the assessment and ongoing evaluation and monitoring of communication skills, contributing to the development of multi-agency intervention plans, including providing support and direct intervention where appropriate.
- To maintain the highest standards of clinical record keeping and report writing.
- To participate in the evaluation of clinical work.
- To contribute to the development of best evidence based practice within the service.
- Assess client understanding of intervention proposals, gain valid informed consent and have the capacity to work within a legal framework with clients who lack capacity to consent to intervention.
- To support service users where appropriate in contributing to their own intervention plans.

- Use a range of verbal and non-verbal communication tools to support staff to communicate effectively with clients to progress intervention programmes. This will include clients who may have difficulties in understanding or communicating.
- Evaluate client progress, reassess and alter intervention programmes if required.
- To manage clinical risk within own client caseload.
- To work to Options guidelines and to have a good working practice knowledge of national local standards and monitor own and others quality of practice as appropriate.
- To be responsible for maintaining accurate and comprehensive client intervention records in line with the appropriate professional bodies standards of practice.
- Represent the Speech and Language service and/or individual clients at multi-disciplinary team meetings, to ensure the delivery of a co-ordinated multidisciplinary service and integrate speech and language therapy intervention into the programme. This will include discussion of client care, progress and involvement in transition planning.
- To be responsible for maintaining own competency to practice through CPD activities and supervision and maintain a portfolio which reflects personal development.
- To exercise professional responsibility based on the RCSLT and HCPC Code of Professional Conduct and Ethics.
- Maintain and develop current knowledge of evidenced-based practice, developing specialist knowledge of particular conditions and client types.
- To liaise with and provide advice and support to education and/or residential care staff.
- To liaise with outside agencies e.g. social services, voluntary agencies, to communicate client needs.
- To write appropriate speech and language therapy reports.

### **Teaching, Training and Supervision**

- To offer training, observation, explanation and modelling to staff within the services and support them to carry out their tasks.
- To provide support in the co-ordination and implementation of training and education for Options staff, other professionals and carers to assist in the delivery of intervention programmes.
- Participate in the staff appraisal scheme and be responsible for complying with agreed personal development programmes to meet set knowledge and competencies.
- To support the provision of clinical education and training to speech and language therapy students up to graduate level. Provide support, guidance and training to more junior speech and language therapists, assessing and evaluating competence, when required.
- To provide relevant Speech and Language Therapy advice and support to other members of the clinical team and members of care and education staff.

### **Policy and Service Development**

- Supporting the Clinical Lead in contributing to the senior operational management team/s, to promote, support, initiate, implement and evaluate agreed service developments and projects, drawing on the analysis of needs, using evidence based evaluation of outcomes and following best practice guidance.

- To participate in multi-disciplinary meetings and generate written protocols and policies concerned with the delivery and development of clinical services by providing a speech and language therapy perspective, following evidence based and good practice.
- To support the Clinical Lead in managing the demands made on the clinical team, workloads of qualified trainee and assistants. This will be done within the framework of the service's policies and procedures and taking account of national professional body's guidance.
- To be responsible for the prudent efficient and effective use of equipment and resources.

#### **Administration and IT**

- To be competent in the use of basic IT packages such as Microsoft word. To maintain comprehensive clinical notes.
- To develop a skill base in the administration and analysis of a range of packages as required.

#### **Research and Service Evaluation**

- Undertake the measurement and evaluation of work and current practices through the use of evidence based practice projects, audit and outcome measures either individually or with more senior specialist speech and language therapists.
- Be an active member of the service training programme by attendance at, and participation in, service training programmes, tutorials, individual training sessions, workshops and seminars.
- To use research findings to inform practice through the use of evidence based practice presentations.
- To support research/audit within the speech and language therapy service and multidisciplinary teams.

#### **General**

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed.
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others.
- Operates at all times in accordance with Codes of Practice and company policies and procedures, with particular reference to Safeguarding, Child Protection, Whistleblowing, Complaints and Representations and Behaviour Policies.
- Participate in training and take responsibility for personal development.
- Participate in team meetings, supervisions and annual reviews in accordance with Company policy and the standards set by the Regulatory Body.
- Work to promote the centre as a valued, professional asset within its community and also to promote a culture that individuals and staff conduct themselves at all times in a manner that reinforces this image.
- Ensure that all actions are in the interests of the Service Users and the Company.
- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices.
- To carry out any other reasonable and relevant duties as required within Options.

**PERSON SPECIFICATION  
SPECIALIST SPEECH AND LANGUAGE THERAPIST**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
Relevant experience working at a postgraduate level.		√
Experience within the specialist client group. (Service specific)		√
Experience of multi-professional work with teams or services within the designated speciality.		√
Experience of teaching, training and professional and clinical supervision.		√
<b>Skills, Knowledge and Aptitudes</b>		
Good communication including relationship, analytical and judgemental skills.	√	
Good time management and organisational skills	√	
Competent in core areas of Speech and Language Therapy.	√	
Evidence of understanding the relationship between behaviour and communication.	√	
Knowledge of sensory differences.	√	
Working knowledge of current philosophies and principles underpinning services for those within the specific client group.		√
Knowledge of legislation and its implications for both clinical practice and professional management in relation to the client group.	√	
Basic IT skills	√	
Understanding of information governance and confidentiality and record keeping standards.	√	
Ongoing evidence of CPD	√	
Research and Audit Skills		√
An interest in models of service delivery and an ability to articulate the value added by the Speech and Language Therapy service within the context of multi-disciplinary work.		√
<b>Qualifications and Training</b>		
Recognised speech and language therapy degree	√	
Registered member of RCSLT.	√	
HCPC registered.	√	
Willingness to work towards further qualifications as required	√	
Undertake relevant Group induction training on commencement	√	
<b>Other</b>		
Commitment to the values of the organisation	√	
Full driving licence and access to a car	√	