

JOB DESCRIPTION

SPEECH AND LANGUAGE THERAPIST

Job Title	Speech and Language Therapist
Responsible to	Head of Clinical Services or through delegation to the Clinical Lead for the designated Clinical Multi-disciplinary 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
Key Internal Contacts	Other staff within the Clinical team Staff in other departments within the service Staff in other services in the Region Central Office Staff
Key External Contacts	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 Clinical multi-disciplinary team to provide a Speech & Language Therapy service within Options. To work collaboratively with all Options Group 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

Professional and 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, contribution 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 be responsible for maintaining accurate and comprehensive client intervention records in line with the appropriate professional bodies standards of practise.
- To participate in the evaluation of clinical work.
- To contribute to the development of best evidence based practice within the service.
- 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 care and education 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 general Options guidelines and to have a good working practice knowledge of national local standards and monitor own and others quality of practice as appropriate.
- 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 residential care staff.
- To liaise with outside agencies e.g. social service, 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 provide relevant Speech and Language Therapy advice and support to other members of the clinical team and members of care and education staff.

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.

Effort and Environment

- To be flexible to the demands of the environment, including unpredictable work patterns, deadlines and frequent interruptions.
- To maintain sensitivity at all time to the emotional needs of clients and their carers', in particular, when imparting potentially distressing information regarding the nature of clients' difficulties and implications of the same.
- To work within infection control, risk management and Health & Safety guidelines in order to deal appropriately with unpleasant conditions relating to client contact as they arise, for example: exposure to body fluids and infectious conditions.

Health & Safety

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for people who use our services.
- To remain vigilant and do everything possible to protect people who use our services, and others, from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear or suspect.

General

- 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 carry out any other reasonable and relevant duties as required within the Options Group.

PERSON SPECIFICATION SPEECH AND LANGUAGE THERAPIST

	Essential	Desirable
Experience		
Relevant previous experience as Speech and Language Therapist/student SLT	✓	
Previously engaged with people experiencing Learning difficulty and/or Autistic Spectrum Conditions		✓
Has previously applied, in a clinical practice, assessment and treatment approaches used with a learning disability and or autism care/health setting		✓
Experience of multi-disciplinary working in a range of settings	✓	
Experience of communicating with/working with families/relatives and carers		✓
Clear understanding of own abilities and reflects on professional development		✓
Skills, Knowledge and Aptitudes		
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	✓	
Develops and maintains effective communication with people on complex matters, ideas with complex situations	✓	
Understands, uses and identifies alternative forms of communication	✓	
Understands and problem solves barriers to communication	✓	
Supports the individual and family and carers to communicate with others		✓
Ability and willingness to travel on company business	✓	
Flexible approach to working environments	✓	
Ability to work collaboratively as part of the multi-disciplinary team	✓	
Ability to prioritise and make clinical decisions independently	✓	

Qualifications and Training

Recognised speech and language therapy degree ✓

Registered member of RCSLT. ✓

HCPC registered. ✓

Undertake relevant Group induction training on commencement ✓

Other

Full driving licence and access to a car ✓