

**DUTY STATEMENT**

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial)				
UNIT NAME AND CITY LOCATED		CLASSIFICATION TITLE Speech Pathologist II				
		WORKING TITLE				
		COI Yes <input type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP	CBID	TENURE	TIME BASE
SCHEDULE (Telework may be available): _____ AM to _____ PM. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO				
INCUMBENT (If known)		EFFECTIVE DATE				
<p>California Department of Corrections and Rehabilitation (CDCR)/ California Correctional Health Care Services (CCHCS) values all team members. We work cooperatively to provide the highest level of health care possible to a diverse correctional population, which includes medical, dental, nursing, mental health, and pharmacy. We encourage creativity and ingenuity while treating others fairly, honestly, and with respect, all of which are critical to the success of the CDCR/CCHCS mission.</p>						
<b>PRIMARY DOMAIN:</b>						
<p>(Position Summary) Under the general clinical direction of the Chief Physician &amp; Surgeon, and direct supervision of Correctional Health Services Administrator II at the California Health Care Facility (CHCF), The Speech Pathologist II, following all established guidelines, policy and procedure, and rules and regulations, is a senior level employee, who plans, organizes, and supervises speech therapy clinics for inmates and coordinates therapy or instructional programs for inmate or unit employees. Primary care services include planning, organizing, and directing institution-wide screening and evaluation of voice, language, swallowing, speech and language disability; providing individual and group speech therapy to residents; conducting in-service training for lay and professional workers in recognition and treatment of speech, voice, and language disabilities; attending clinics and maintaining notes; developing and directing research projects; supervising the work of a small staff of Speech Pathologists I and Speech Pathologist License Applicants and performing other duties as required. This is full time employment, which shall preclude the employee from conducting incompatible activities as outlined in Title 15, section 3413.</p>						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use addition sheet if necessary)					
	<b>ESSENTIAL FUNCTIONS</b>					
<b>80%</b>	<p>Primary responsibility is for the overall development, planning, organization and supervision of speech therapy clinics for inmates and coordinating therapy or instructional programs. This will include but is not limited to the following:</p> <ol style="list-style-type: none"> <li>1. Obtain and document relevant medical histories.</li> <li>2. Perform and document focused and/or complete evaluations of voice, speech, and language abilities.</li> <li>3. Conduct preventive screenings for the identification of voice, speech, swallowing, language, and related disorders.</li> </ol>					

	<p>4. Formulate the appropriate differential diagnosis based upon the history, examination, and clinical findings.</p> <p>5. Develop and implement appropriate treatment plans that include participation in speech therapy clinics or instructional programs.</p> <p>6. Document all assessments and care provided, both direct (provider to patient) and indirect (provider to provider, nursing or support staff) patient care, for each patient related contact/intervention/decision making.</p> <p>7. Maintaining detailed, legible and confidential medical records in accordance with CHCF and Statewide policies and procedures.</p> <p>8. Monitor patients to determine the effectiveness of the plan of care.</p> <p>9. Reassess and modify the plan of care as necessary to achieve set goals.</p> <p>10. Identify and make referrals to other healthcare professionals deemed necessary in the ongoing treatment and care of identified voice, speech, swallowing, language, and other related disorders.</p> <p>11. Complete various forms in accordance with department policy.</p> <p>12. Perform other duties related to patient care as assigned by the Correctional Health Services Administrator II or designee.</p> <p><b>10%</b> Clinically supervises the work of a small staff of Speech Pathologists I and Speech Pathologist License Applicants. Coordinate speech therapy care throughout the facility such as in the Outpatient Housing Units, Correctional Treatment Center, General Acute Care Hospital, or off grounds as necessary. Become part of committees as deemed necessary.</p> <p><b>5%</b> Participate in multidisciplinary care conferences and professional practice group meetings (e.g., Peer Review, Continuous Quality Improvement, Pharmacy and Therapeutics, etc.). Assist in updating Standardizes Procedures as necessary. Attend continuing education seminars necessary to maintain licensure and certification requirements.</p> <p><b>5%</b> Performs other duties as deemed appropriate by the Correctional Health Services Administrator II and/or designee.</p>
	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p><i>Knowledge of:</i> Methods and principals of planning, organizing and supervising speech therapy clinics; coordination of therapy or instructional programs for inmates or unit employees. Methods and principals of planning, organizing, and directing institution-wide screening of voice disorders or speech or language disability. Methods and principals of conducting individual and group speech therapy.</p> <p><i>Ability to:</i> Examine, diagnose, and treat voice disorders or speech or language disability; direct the work of a small staff of Speech Pathologists I and Speech Pathologist License Applicants; instruct in the principals and practice of recognition and treatment of speech, voice, swallowing, and language disabilities. Prepare and supervise the preparation of patient care plans and analyze situations accurately and adopt an effective course of action. Work cooperatively with multidisciplinary team.</p> <p><b>Additional Desirable Qualifications:</b> Certification of clinical competence in speech pathology by the American Speech and Hearing Association.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <p><b>OTHER DOMAINS</b></p>

**SPECIAL REQUIREMENTS OR CONTINUING EDUCATION REQUIREMENT**

- CCHCS does not recognize hostages for bargaining purposes. CCHCS and CDCR have a "NO HOSTAGE" policy and all incarcerated patients, visitors, nonemployees, and employees shall be made aware of this.

**SPECIAL PHYSICAL CHARACTERISTICS**

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or the protection of personal and real property.

The following is a definition of on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/3 to 2/3 of a workday

Occasionally: Involves 1/3 or less of a workday

N/A: Activity or condition is not applicable

**Standing:** Constantly – stands for periods of time to file/refile, at the copy machine, and other office machines.

**Walking:** Constantly – has to walk throughout Institution on uneven, sometimes rough terrain – including walking up and down ramps and slopes.

**Sitting:** Constantly – at a desk or computer table. There is a flexibility for movement on a frequent basis to break sitting with standing and walking.

**Lifting:** Constantly–lifts files weighing a few ounces and rarely files weighing up to 50 lbs.

**Carrying:** Constantly – this activity can be considered to require the same physical demands as lifting.

**Stooping/Bending/Kneeling/Crouching:** Constantly– stretches, stoops/bends, kneels, and crouches to pull/refile documents from the lower shelves in filing cabinets.

**Reaching in Front of Body:** Constantly–will be utilizing a keyboard and reaching for items such as the telephone, files and supply boxes.

**Reaching Overhead:** Frequently – reaches overhead to retrieve objects from the top shelf of the file cabinet.

**Climbing:** Frequently – climbs when using the step stool to reach objects. Climbs steps throughout the institution during performance of regular work responsibilities.

**Balancing:** Frequently – balances when using the step stool, stairs or lifts.

**Pushing/Pulling:** Constantly – has to push/pull to open file drawers, desk drawers, carts and racks.

**Fine Finger Dexterity:** Constantly – will use fine-finger dexterity to write information onto documents and to

type information into the computer, manipulate equipment such as a fax machine or telephone.

**Hand/Wrist Movement:** Constantly – uses hands and wrists in the handling of documents and files, typing, data entry and writing.

	<p><b>Crawling:</b> N/A  <b>Driving:</b> Occasionally  <b>Sight/Hearing/Speech/Writing Ability:</b> Adequate vision and hearing, as well as the ability to write and speak clearly, are required to effectively perform the essential job duties. The incumbent will frequently use hearing, speech and written language to interface with staff, visitors, patients and community.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <ul style="list-style-type: none"> <li>• Influence change and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts.</li> <li>• Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.</li> <li>• Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.</li> <li>• Ability to build trust, improve communication, and assist with the transformation of correctional culture.</li> </ul>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</b>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE