

**DEPARTMENT OF DEVELOPMENTAL SERVICES
PORTERVILLE DEVELOPMENTAL CENTER
Medical Director's Office**

DUTY STATEMENT

JOB TITLE:

Speech Pathologist II

POSITION #:

POSITION DESCRIPTION:

Under the general clinical direction of the Medical Director or designee, and direct supervision of Medical Services 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 individuals and coordinates therapy or instructional programs for individuals or level of care employees. Primary care services include planning, organizing, and directing screening and evaluation of voice, language, swallowing, speech and language disability; providing individual and group speech therapy to individuals; 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.

SUPERVISION EXERCISED:

None

SUPERVISION RECEIVED:

Reports to, and under general direction of Medical Director or designee.

WORKING CONDITIONS:

Incumbents will be exposed to all Clinical and Support services areas of the facility. Potential exposure to communicable diseases, blood borne pathogens and other conditions common to a clinical nursing environment. Incumbents must have the ability and knowledge to use a Personal Computer. Ongoing interaction with individuals, personnel and the public. This position requires problem solving skills and ability to communicate effectively.

This position is designated as Work Week Group (WWG) E. WWG E/SE employees are expected to work as many hours as necessary to complete the work assigned. WWG E/SE employee work schedules may fluctuate at times depending on the nature and amount of work to be performed. In the absence of work requiring irregular or fluctuating hours of work, WWG E/SE employees are expected to maintain a consistent work schedule as directed by the Medical Director.

DESIRABLE QUALIFICATIONS:

Knowledge of: Principles and practices of speech correction; diagnostic and measurement techniques applicable to the evaluation of speech problems; physical, physiological, and psychological basis of speech impairment; principles of psychology and teaching; Methods and principals of planning, organizing and supervising speech therapy clinics; coordination of therapy or instructional programs for individuals or level of care employees. Utilizes methods and principals of planning, organizing, and directing facility screening of voice disorders or speech or language disability. Methods and principals of conducting individual and group speech therapy.

Ability to: 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, train, direct, and evaluate the work of others; effectively contribute to the department's affirmative action objectives.

Special Characteristics: Sympathetic and objective understanding of the developmentally disabled and mentally disabled; tolerance, tact, emotional stability; willingness to work in a Developmental Center.

Additional Desirable Qualifications: Certification of clinical competence in speech pathology by the American Speech and Hearing Association.

SPECIAL PERSONAL CHARACTERISTICS

Ability to Influence change and strengthen the community. Set an example each day through positive and pro-role modeling, utilizing dynamic security concepts. Willingness to play a significant role in the collaborative efforts toward treatment and public safety enhancement. Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner ability to build trust, improve communication, and assist with the transformation of correctional culture.

CERTIFICATION OR LICENSE:

Possession of a valid license to practice speech pathology in California as determined by the Speech Pathology and Audiology Examining Committee of the California Board of Medical Quality Assurance. (Includes possession of a master's degree in Speech Pathology or deemed equivalent as defined by the Speech Pathology and Audiology Examining Committee.)

PHYSICAL DEMANDS:

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement. The Position requires prolonged sitting and extensive use of telephones, computers, and other office equipment. Incumbent will be working on a personal computer extended periods of time to develop spreadsheets, presentations, and data dashboards. May require frequent walking and standing within an 8-hour period, and prolonged sitting in front of a computer. Requires working with all levels of personnel within the organization while maintaining effective communication to meet objectives.

EXAMPLES OF DUTIES:

ESSENTIAL DUTIES TOTAL 70%

CLINICAL 40%

Primary responsibility is for the overall development, planning, organization and supervision of speech therapy clinics for individuals and coordinating therapy or instructional programs. This will include but is not limited to the following: Obtain and document relevant medical histories, perform and document focused and/or complete evaluations of voice, speech, and language abilities, formulate the appropriate differential diagnosis based upon the history, examination, and clinical findings, develop and implement appropriate treatment plans that include participation in speech therapy clinics or instructional programs, 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, maintaining detailed, legible and confidential

medical records, monitor patients to determine the effectiveness of the plan of care, reassess and modify the plan of care as necessary to achieve set goals, 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, complete various forms in accordance with department policy, conduct speech, swallowing, language, and related studies, perform other duties related to patient care as assigned.

ADMINISTRATIVE 20%

Coordinate speech therapy care throughout the facility such as in the Outpatient Clinic General Acute Care Hospital, or other locations. Become part of committees as deemed necessary. 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.

SUPERVISION 10%

Clinically supervises the work of a small staff of Speech Pathologists I and Speech Pathologist License Applicants.

TYPICAL TASKS TOTAL 30%

- Implements Federal and State laws and departmental treatment policies; assures that treatment services are developed within the context of an overall planned effort with explicit goals and objectives, consistent with the mission of Porterville Developmental Center, assures that overall planning is relevant to the needs of the patients and consistent with needs.
- Analyze written and numerical data accurately.
- Consistently exercise a high degree of initiative, independence and originality in performing assigned tasks, exercises good judgment and the ability to communicate effectively.
- Apply specific laws, rules and policies and procedures to daily tasks.
- Gains and maintain the confidence and cooperation of those contacted during work.
- Develops and effectively utilize all available resources.
- Assists with problem solving in matters.
- Utilizes automated management data systems to improve services.
- Develops or reviews facility policies and/or standard operational procedures.
- Attends meetings with PDC Staff, and other Stakeholders.
- Assist to establish organizational goals, objectives and assists with Strategic Planning.
- Develop and evaluate alternatives.
- Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
- Plans, organizes, directs, and evaluate services, programs and or processes to meet and/or training needs.
- Develops or reviews facility policies and/or standard operational procedures.
- Assists to complete staff development activities.
- Effectively contribute to the department's EEO Program.

EMPLOYEE SIGNATURE: _____

DATE: _____

SUPERVISOR SIGNATURE: _____

DATE: _____

DEVELOPMENTAL SERVICES
Porterville Developmental Center

DEPARTMENT: Medical Department

LOCATION: Medical Department

JOB TITLE: Speech Pathologist I

GENERAL STATEMENT OF DUTIES: Administers diagnostic tests to determine the nature and extent of speech disorders; provides individual and group communication services to individuals ; prepares reports and summaries on diagnosis, prognosis, progress, and recommendations for assigned cases; confers with teachers, parents, and employees regarding progress and treatment; trains parents and employees in therapeutic procedures and methods of motivating individuals toward communication strategies. Responsible for maintaining a current license.

SUPERVISION RECEIVED: Medical Director

SUPERVISION EXERCISED: Holds credentials that allow supervision of RPE candidates and may hold credentials for ASHA Certification of candidates.

PHYSICAL DEMANDS: Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement.

TYPICAL WORKING CONDITIONS: On-going interaction with individuals. Potential exposure to communicable diseases, blood borne pathogens, medicinal preparations, and other conditions common to clinical nursing environment.

ESSENTIAL DUTIES:

- 40% Provides assessment and remediation of communication needs of individuals which includes speech, voice, fluency, language, and evaluate needs for augmentative communication devices that might be necessary.
- 35% Provides assessment of swallowing, staff education, dysphagia remediation.
- 5% Maintains professional license and certificates needed for Speech Pathologist position and can supervise Speech Pathology candidates for RPE and CFY requirements.
- 5% Provides training in communication skills for identified priority candidates through the Limited Term Communication Assistance (LTCA) Program.
- 15% Consults with other members of the Interdisciplinary Team concerning the development of and maintenance of a physical, social, and educational environment conducive to optimal communication and swallowing.

TYPICAL TASKS:

In order to maximize individuals' communication skills, the Speech Pathologist I is responsible for the following:

- Providing annual communication assessments and recommendations for those individuals under the age of 22 years for IEP development.
- Ordering communication materials, supplies, and equipment as needed.
- Functioning as a liaison with State Departments, district and county schools, regional centers, college, and university staff, as appropriate to the provision of communication training.
- Membership on Physical Nutritional Committee and other committees as directed.
- Performing other duties as required.

Speech Pathologist I

Date

Medical Director

Date