

**DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
VETERANS HOME OF CALIFORNIA - YOUNTVILLE**

PART A	
Position No: 573-418-8279-001	Date:
Class: Speech Pathologist I	Name:
Under the direction of the Chief, Restorative Care Services, the Speech Pathologist I will administer diagnostic tests to determine the nature and extent of communicative and swallowing disorders, and to provide therapy for their remediation.	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Determine the nature and extent of speech/language (communication), cognitive, and swallowing disorders. Administer appropriate formal and informal diagnostic procedures; engage in short-term diagnostic therapy to accurately assess communicative, cognitive, and/or swallowing potential; prepare reports and summaries regarding diagnosis, prognosis and recommendations for the treatment of communicative, cognitive, and swallowing disorders.
30%	Maintain an active caseload and administer an active treatment program (individual and/or group) for communicative, cognitive, and swallowing disorders.
15%	Develop and implement quality assurance monitors. Attend and participate in committee and inter-disciplinary meetings, staff meetings, and in-service programs for communication and the integration of speech pathology services.
10%	Provide in-service training to staff and other departments regarding disorders and specific procedures for intervening with communicative and/or swallowing handicaps. Participate in budget planning and requisition equipment and supplies as needed. Attend state and national speech pathology conferences, workshops and seminars to maintain knowledge of current trends and research in order to maintain the necessary level of professional competence with which to adequately service patient needs.
NON-ESSENTIAL FUNCTIONS	
5%	Other related duties as assigned.

Position No: 573-418-8279-001	Date:				
Class: Speech Pathologist I	Name:				
PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: View computer screen; prepare and proofread various documents, reports and charts.					X
HEARING: Answer telephone; communicate with patients and staff.					X
SPEAKING: Communicate with patients and staff in person and via telephone; interact in meetings.					X
WALKING: Within the Home to various units.			X		
SITTING: Work station; meetings; trainings.			X		
STANDING: Copy documents; provide patient care, care for equipment.		X			
BALANCING:		X			
CONCENTRATING: Provide information; provide therapy; prepare and review reports and charts.					X
COMPREHENSION: Understand the needs of patients and staff. Understand and apply policies and procedures.					X
WORKING INDEPENDENTLY: Must be able to work alone without minimal guidance or interaction from other staff.					X
LIFTING UP TO 10 LBS:		X			
LIFTING 10 – 25 LBS:		X			
LIFTING 25 – 50 LBS:		X			
FINGERING: Push telephone buttons and computer keyboard.			X		
REACHING: Answer telephone; use a mouse; retrieve documents from printer; perform therapy.			X		
CARRYING: Distribution of documents and equipment.			X		
CLIMBING: Stairs.		X			
BENDING AT WAIST: Perform therapy; work with equipment; access low file drawers.			X		
KNEELING: Perform therapy; work with equipment; access low file drawers.		X			
PUSHING OR PULLING: Therapy; work with equipment.		X			
HANDLING: Equipment and inventory control.		X			
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computerized equipment used for therapy...			X		
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Travel from building to building; special events.		X			
WORKING IN CONFINED SPACE: File, supply, storage rooms, etc.				X	

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation.

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____

Revised: 02/23/17