

# Position Description Speech Pathology Supervisor

<b>Job family</b>	Specialist and Professional Services (SPS)
<b>Workforce capability framework level</b>	SPS 7/8
<b>Reporting to</b>	Therapy Manager
<b>Directly supervising</b>	Speech Pathologists
<b>Date prepared</b>	22 October 2020

## Position purpose

To provide Clinical Supervision and Professional Development support for Speech Pathologists at Learning Links in a way that supports the delivery of quality services. Supervisors will exercise professional judgement in managing complex cases and service delivery issues. They will work with the Therapy Manager to support resource allocations, set priorities, identify opportunities for improvement to services, develop new methodologies and support and implement strategic and operational plans, policies and procedures.

The Speech Pathology Supervisor has extensive clinical expertise in Speech Pathology, a strong commitment to the way in which allied health influences and is influenced by learning difficulties, and a passion for supporting therapists and professionals at Learning Links.

### More specifically, the role is responsible for:

- Actively participating in professional development and supervisor specific training to enable high quality support for new graduates and early career therapists;
- Working as part of a supervisor team led by the Therapy Manager,
- Consulting with the multidisciplinary team of Psychologists, Educators and Occupational Therapists as appropriate;
- Providing formal and documented clinical supervision to Level 1 and Level 2 Speech Pathologists. This includes:
  - Regular 1:1 supervision meetings in line with Speech Pathology Australia guidelines and adherence to Speech Pathology Australia and Learning Links supervision documentation guidelines.
  - Providing honest feedback on performance, and support with clinical problem solving and in managing complex cases
  - Contributing to assessment and therapy resources and professional development activities and support the Therapy Manager in the identification of clinical needs and development plans of supervisees
  - Attending clinical supervisors team meeting during school holiday periods
- Managing specific tasks or projects in accordance with the needs of the Therapy Team and Learning Links

Document Control		
Completed by: Elizabeth Bell		Date: 22/10/20
Reviewed by: Simone Montgomery		Date: 23/10/20
Employee sign off and acceptance		
I have read, understand, and accept the expectations of the Speech Pathology Supervisor.		
Employee:	Signature:	Date:

*The statements within this PD are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary. **Please print this page only, sign your acceptance, and return this page only to Human Resources at Learning Links***

## Strategic core requirements

Key responsibility areas	Capability requirements	Key performance measures
<b>Sector and organisation purpose and values</b>  (Level 7)	<ul style="list-style-type: none"> <li>• General knowledge of human rights based approaches to supporting a person with a disability, and the individual and community context of disability.</li> <li>• Understands the role, vision, mission and values of the organisation.</li> <li>• Aligns with sector and organisation approaches and values.</li> <li>• Understands the strategic direction under which the organisation operates.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates a commitment to the mission and strategic priorities of Learning Links.</li> <li>• Behaves consistently in line with Learning Links' values, policy and procedure.</li> <li>• Applies Learning Links, sector, and industry knowledge to everyday work.</li> </ul>
<b>Leadership and teamwork</b>  (Level 8)	<ul style="list-style-type: none"> <li>• May lead a team, monitoring and coaching to achieve required outcomes/performance.</li> <li>• Effective team member; provides support to higher level roles.</li> <li>• Shares knowledge and information and contributes to professional team meetings.</li> <li>• Schedules own work and contributes to work planning.</li> <li>• Monitors the progress of work and, under guidance, will estimate, cost and schedule work.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively works to ensure own knowledge is current and up-to-date; and shows application of knowledge in the Supervision of others.</li> <li>• Achieves individual KPIs, contributing to team performance</li> </ul>
<b>Communication</b>  (Level 8)	<ul style="list-style-type: none"> <li>• Develops flexible communication techniques that engender positive engaging relationships.</li> <li>• Has good listening skills and seeks, provides and/or shares information appropriately and respectfully; developing influencing skills.</li> <li>• Has a network of relevant contacts to resolve work issues.</li> <li>• Acquires basic negotiation techniques in respect to internal and external people to ensure processes and protocols are followed and work is appropriately handled.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilises effective communication and coaching skills and strategies to influence the professional improvement of others.</li> <li>• Establishes and maintains trust with those under your supervision.</li> <li>• Conducts oral and written communications consistent with Learning Links' values and procedures</li> </ul>
<b>Customer relationships</b>  (Level 8)	<ul style="list-style-type: none"> <li>• Uses basic professional competence to perform relevant professional work supporting customers with problem solving and decision making about their needs and expectations.</li> <li>• Maintains regular communication with customers on straightforward matters.</li> <li>• Able to work with other teams or service providers.</li> <li>• Understands diversity and confidentiality requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintains effective internal relationships with all stakeholders.</li> <li>• Communicates effectively to support working and supervision relationships.</li> <li>• Applies Learning Links' policy and procedure correctly on customer matters.</li> <li>• Applies problem solving and conflict resolution skills effectively.</li> </ul>

Key responsibility areas	Capability requirements	Key performance measures
	<ul style="list-style-type: none"> <li>• Works with experienced staff on more sensitive or serious matters.</li> <li>• On straightforward matters, maintains regular communication with stakeholders.</li> </ul>	
<b>Personal accountability</b>  <b>(Level 8)</b>	<ul style="list-style-type: none"> <li>• Understands the relevant compliance legislation, quality standards, policies &amp; procedures relevant to the role, and where to find necessary information.</li> <li>• Contributes to health, safety and wellbeing and to an effective workplace.</li> <li>• Understands the need to appropriately use financial and other resources.</li> <li>• Able to market and promote organisation service offerings and work with other agencies and stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensures the time spent in Supervising others is effective and efficient and delivers effective professional development of those under direct supervision.</li> <li>• Complies with safe work practices for self and team members, including adopting a proactive approach to risks and hazard control and minimisation.</li> </ul>
<b>Innovation</b>  <b>(Level 7)</b>	<ul style="list-style-type: none"> <li>• Identifies opportunities for innovation.</li> <li>• Adopts a creative and resourceful approach.</li> <li>• Takes personal responsibility for continuous improvement and quality in own work.</li> <li>• Solves most problems in own work and participates in wider problem identification and resolution tasks.</li> <li>• Analyses and mitigates risk.</li> <li>• Applies improvement processes.</li> </ul>	<ul style="list-style-type: none"> <li>• Is flexible in approach and style when working with individual differences of those under supervision.</li> <li>• Utilises a range of strategies and techniques to problem solve</li> <li>• Makes recommendations and assists in the development of new practices based on experience and contact with internal and external customers.</li> <li>• Adopt a continuous improvement approach to the delivery of services and programs.</li> </ul>
<b>Experience and qualifications</b>  <b>(Level 8)</b>	<ul style="list-style-type: none"> <li>• A relevant tertiary qualification and/or equivalent.</li> <li>• Registration with Speech Pathology Australia (Certified Practicing Speech Pathologist)</li> <li>• Undertakes regular professional development.</li> <li>• Undertakes clinical supervision training</li> <li>• Undertakes peer supervision with other supervisors/Therapy Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 4 years clinical experience as a Speech Pathologist</li> <li>• Demonstrates commitment to ongoing professional development.</li> <li>• Maintains registration with national body</li> </ul>

## Functional requirements

Key responsibility areas	Capability requirements	Key performance measures
<b>Person centred knowledge and application (Level 8)</b>	<ul style="list-style-type: none"> <li>• Understands and applies knowledge of the range of individual choices, goals and aspirations.</li> <li>• Understands the principles and processes of collaborating with individuals to identify these and of developing plans which involve multiple services and support networks.</li> <li>• Initiates straightforward use of person centred tools and processes.</li> <li>• Identifies areas of policy and practice to facilitate person centred approaches.</li> <li>• May coordinate planning processes.</li> <li>• May oversee the straightforward implementation and review of person centred tools within the service offerings.</li> </ul>	<ul style="list-style-type: none"> <li>• Guides and role models clinical practice that is evidenced based, realistic, and builds on the experience and skills of those under supervision.</li> </ul>
<b>Service delivery (Level 8)</b>	<ul style="list-style-type: none"> <li>• Delivers straightforward services using a professional understanding of specific areas of support including assessments, health and wellbeing issues, behavioural support, counselling, interventions and services offered.</li> <li>• Advocates for the person as required.</li> <li>• Able to communicate and work effectively with other professionals and disciplines and administrative staff.</li> <li>• Assists senior professionals with the undertaking of assessments, providing therapy and interventions, case management and coordination.</li> <li>• Recommends referrals.</li> <li>• Undertakes straightforward fee for service work.</li> <li>• Reflects on practice and performance; recognises limits of professional competence and seeks guidance and advice as appropriate.</li> <li>• Participates in professional team meetings and supervision.</li> </ul>	<ul style="list-style-type: none"> <li>• Discusses current clinical issues and practices with Therapy Manager as required.</li> <li>• Appropriately escalates issues or situations to the Manager, providing information on status and actions taken</li> <li>• Implements agreed practices and activities consistent with the Learning Links' values and objectives.</li> </ul>
<b>Service outcomes, development and evaluation (Level 8)</b>	<ul style="list-style-type: none"> <li>• Undertakes straightforward assessments of the individual outcomes gained and the effectiveness of service offerings.</li> <li>• Uses measurement techniques to determine progress with goals in a person's plan.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluates own work</li> <li>• Provides feedback to Therapy Manager on effectiveness of outcome and progress measures</li> <li>• Seeks guidance from the Manager when needed on professional and evaluation issues or practices</li> </ul>

Key responsibility areas	Capability requirements	Key performance measures
	<ul style="list-style-type: none"> <li>Utilises specific tools and makes adjustments to support provided. Undertakes the planning, development and evaluation of straightforward service offerings.</li> <li>Works under general professional direction in relation to service development, review and evaluation projects involving standard methods and requirements.</li> <li>Able to provide support to higher level service managers and project staff.</li> </ul>	<ul style="list-style-type: none"> <li>Delivers supervision as per current Speech Pathology Australia guidelines</li> </ul>
<b>Participation and inclusion (Level 8)</b>	<ul style="list-style-type: none"> <li>Works with the Speech Pathologist to ensure that progress towards individual goals is regularly reviewed</li> <li>Able to facilitate integration through straightforward service offerings, based on individual needs and goals, in life learning areas; e.g. accommodation, equipment, family support, recreation, employment and education.</li> <li>Supports Speech Pathologist problem solving and decision making</li> <li>Utilises relationships to achieve access and address barriers to participation.</li> <li>Supports therapist with problem solving and decision making.</li> </ul>	<ul style="list-style-type: none"> <li>Seeks feedback from those under supervision on satisfaction/participant in the decision processes.</li> <li>Reviews and updates goals from Supervision Agreement as appropriate</li> <li>Monitors and records progress on meeting the Speech Pathologist, child and family's individual goals</li> <li>Responds to feedback from clients on satisfaction and participation in the establishment and achievement of individual goals.</li> </ul>
<b>Community engagement and education (Level 8)</b>	<ul style="list-style-type: none"> <li>Under guidance, implements local community knowledge sharing, training and coaching activities and plans.</li> <li>Develops recommendations to build community engagement and capacity.</li> <li>Maintains and assists in developing networks with other agencies, volunteer groups and community organisations.</li> </ul>	<ul style="list-style-type: none"> <li>The supervision provided contributes positively to the Learning Links clinical reputations.</li> <li>Represents Learning Links professionally when interacting in the community.</li> </ul>
<b>Reporting, documentation and administration (Level 8)</b>	<ul style="list-style-type: none"> <li>Carries out reporting, documentation and administration tasks for Occupational Therapy.</li> <li>Maintains supervision notes, plans and required documentation.</li> <li>Effectively uses technology.</li> <li>Identifies trends and reports on variances from expected practices.</li> </ul>	<ul style="list-style-type: none"> <li>Follows Learning Links' procedures in relation to files, data, client information and records.</li> <li>Effectively uses technology required by Learning Links.</li> <li>Good record-keeping practices are maintained for Supervision including a Supervision Agreement and accurate notes (including topics discussed and actions) on regular Supervision meetings</li> </ul>