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**SPEECH-LANGUAGE PATHOLOGIST**

**Job Description**

**Summary:** The Speech-Language Pathologist provides the highest quality care at the Center and partner sites, including schools and health care centers. This position reports to the Director of Speech-Language Services.

**Status:** Full-Time, Exempt **Supervisory Responsibility:** None

 Part-Time, Non-Exempt

**CONNECTION TO MISSION:** This position provides the highest quality of therapy to low-income children and adults.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Support the organizational diversity, equity, and inclusion goals.
* Provide speech, language, fluency, augmentative communication, and/or voice screenings, evaluations, counseling, and therapy to a caseload diverse in age and abilities.
* Provide services at this agency’s facilities and in the community at contracted sites.
* Develop and share therapy techniques and materials with agency staff.
* Help client establish goals.
* Complete accountability/quality assurance measures, such as data-keeping and peer reviews.
* Maintain accurate, complete client records.
* Provide management, consultation, and follow-up recommendations for clients demonstrating disorders/impairments in speech/language.
* Reporting progress and current status to appropriate parties may include family members, teachers, or medical professionals.
* Serve as a consultant to other clinical staff members (including student clinicians).
* Serve as a consultant for the professional referral community.
* Participate in local health fairs and community education projects.
* Participate in all aspects of program development to ensure the highest quality of service delivery.
* Produce written reports on all clinical encounters within one week of appointment.
* Routinely check and maintain clinical equipment.
* Maintain the required productivity.

**ACCESS TO PHI:** This position provides direct contact, and PHI access is limited to the programs supervised. Responsible for maintaining and safeguarding information in accordance with HIPAA requirements.

**HOW TO EXCEL AT THE JOB:**

Make a difference for people in need by showing compassion, kindness, and understanding for all clients. Provide assistance to the team, regardless of the activity.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made upon request to enable an individual to perform the essential functions. Must be attentive with the ability to develop individualized education plans (IEPs).

**EDUCATION and EXPERIENCE:**

Master’s Degree, CCC-SLP in good standing required. Must have Missouri State License in Speech-Language Pathology and Illinois State License in Speech-Language Pathology depending on caseload location.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret standard documents such as speech evaluation reports, treatment plans, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with clients, community partners, and the community.

**MATHEMATICAL SKILLS:**

Ability to apply concepts of basic algebra.

**REASONING ABILITY:**

Ability to solve practical problems and deal with various concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**COMPUTER SKILLS:**

Strong computer skills are essential; they must possess a strong working knowledge of Microsoft Office programs. Experience with an electronic medical record system is preferred. Ability to learn the software and use the internet as needed.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle or feel objects, tools, or controls; and is regularly required to talk and hear. The employee frequently is required to stand, walk, and sit.

**WORK ENVIRONMENT:**

This position is based primarily in an office environment at the Center and in the community, and the noise level is usually moderate.

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