

MACON RESOURCES, INC.
JOB DESCRIPTION

Speech/Language Pathologist

JOB TITLE

<u>Part-time</u>	<u>Non-Exempt</u>
CLASSIFICATION	CATEGORY

EMPLOYEE'S SIGNATURE

DATE SIGNED

ID #

DEPT.

GENERAL DESCRIPTION

Under general direction of the Speech Therapy Coordinator, and Director Of Independence Pointe, the Speech/Language Pathologist is responsible for providing speech/language services to clients/contracts which meets applicable local, state, and federal laws; licensure/certification/accreditation regulations; and agency policies and procedures meeting the needs of individuals served.

ESSENTIAL JOB RESPONSIBILITIES

1. Provides speech/language services included but not limited to:
 - a. Consultation and treatment.
 - b. Develops and records objective-oriented treatment programs.
 - c. Performs initial and re-evaluations as needed.
 - d. Keeps legible and accurate daily progress notes and statistical data.
 - e. Conducts hearing and speech/language screenings.
 - f. Coordinates appropriate scheduling.
 - g. Communicate with all referring agencies and keep current with referral procedures.
 - h. Implement and follow program procedures and guidelines with therapy team.
2. Maintains active and supportive communication with parents, caregivers, and physicians.
3. Conforms to all health, safety, and licensing regulations and assures compliance with applicable local, state and national regulatory agencies.
4. Attends required staff meetings and in-services.
5. Maintains equipment and supplies used for the therapeutic process.
6. Actively support and promote communication, productivity, and team work.
7. Complies with required continuing education hours for licensures.
8. Supervises interns after one year of employment as needed.
9. Participates in professional organizations such as ASHA and ISHA
10. Provides the following as it relates to programming standards:
 - a. Educating the community, other agencies, and in-service for clients/contracts
 - b. Conferences with parents and families.
 - c. Works independently and with Director of IP on policies and procedures, billable hours, outcomes and all necessary tracking/statistics for therapy department.
11. Communicates, retains, and releases information (both written and verbal) on a need-to-know basis and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and Macon Resources, Inc. Policies and Procedures.

JOB DESCRIPTION

Discovery Depot – Assistant Director

Page 2

12. Practices and enforces MRI Safety Policies and Procedures and assures the safety of employees persons/families served, agency guests, and agency property.
13. Keeps supervisor informed verbally and in writing of problems and activities within assigned area of responsibility; refers matters beyond the limit of authority and expertise to the supervisor for direction.
14. Completes satisfaction surveys annually on all applicable clients
15. Performs special projects or other related work within the scope of the job responsibilities of this position as required or requested.

NON-ESSENTIAL JOB RESPONSIBILITIES

None

SUPERVISORY RESPONSIBILITIES

Interns

JOB QUALIFICATIONS

1. Requires a Masters degree in Communication Disorders and Sciences (Speech/Language Pathology) and to have Certification in Clinical Competence (CCC) or in Clinical Fellowship Year (CFY) being supervised by CCC-SLP.
2. Requires a state license in Speech/Language Pathology.
3. Credentials are preferred in Type 10 (or equivalent) and EI.
4. Must be able to adhere to the Safety Policies and Procedures of MRI.
5. Must be able to adapt to frequent change and perform adequately when confronted with critical or unexpected issues; make sound clinical judgments based on sound reasoning in daily and emergency situations.
6. Must be able to communicate effectively and diplomatically in both oral and written form and be able to meet and work with the public
7. Must be able to identify and implement creative solutions to problems.
8. Must be able to organize and prioritize work.
9. Must have reliable transportation to conduct agency business and/or to transport individuals served as needed; must maintain a valid Illinois Drivers License and a good Motor Vehicle Record; and must maintain personal auto insurance with minimum coverage of Bodily Injury-Liability per Person of \$100,000 and Liability per Accident of \$300,000, Property Liability of \$100,000; Medical Payments of \$5,000; and Uninsured/Underinsured Person of \$100,000 and Accident of \$300,000.
10. Must be able to meet the following physical capabilities:
 - a. Lift and carry 50; able to assist in lifting and transferring an individual who is non-ambulatory from sitting to standing; standing to lying; and back to sitting from all positions.
 - b. Full range of mobility -- pull, push, turn, stoop, kneel, reach, bend.
 - c. Stand for up to 45 minutes.

JOB DESCRIPTION

Discovery Depot – Assistant Director

Page 3

- d. Vision correctable to 20/20 or sufficient to complete job responsibilities.
 - e. Exhibit manual dexterity.
 - f. Adequate hearing.
-
- 11. Must be able to counsel, advise, teach, resolve conflicts, and direct staff, individuals and families.
 - 12. Must be able to utilize a phone, computer, word processing software, E-mail, and the filing system.
 - 13. Must have a means of notifying his/her supervisor if unable to report to work.
 - 14. Must be able to summarize, synthesize and analyze data/information.

CONCEPT: 06/07

Revised: 01/18