

JOB DESCRIPTION

SPEECH – LANGUAGE PATHOLOGIST

DEPARTMENT: CLINICAL SERVICES
REPORTS TO: DIRECTOR OF PATIENT CARE SERVICES

POSITION SUMMARY:

This position is responsible for the assessment, continuity of treatment and instruction of home health care patients who have speech and language disorders, hearing loss, dysphagia and/or cognitive dysfunction in accordance with accreditation requirements, Title 22 licensure regulations and the organization's policies and procedures.

ESSENTIAL JOB FUNCTIONS:

- May act as patient case manager.
- Performs speech/language/cognition assessment and treatment as prescribed by the physician and in accordance with LMVNA procedure manual and reviews and revises the treatment plan as indicated.
- Instructs, supervises, monitors and progresses clients in techniques and exercises to improve independence in function and intelligibility.
- Instructs family members, caregivers and LMVNA personnel involving them in the treatment process to assist the patient.
- Communicates with the patient's physician on a regular basis to keep him/her apprised of the patient's plan of care, responses and status and ensures physicians' orders are followed.
- Communicates, coordinates and consults with other interdisciplinary team members regarding the patient's plan of care, responses and status, including case conferences and HHA supervision.
- Demonstrates understanding of LMVNA and third party payor or treatment guidelines and documentation required for payment.
- Instructs agency personnel as needed.
- Attends case conference meetings and prepares clinical and progress notes as required, submitting documentation in a timely manner.
- Participates in the Quality Improvement process as assigned.
- Understands and adheres to all licensing and certification regulations pertinent to job.

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- Participates in the process to maintain good customer internal and external customer satisfaction.
- Responsible for maintaining integrity of the medical record for each patient whose care they are managing.
- Legibly documents skilled care and other patient-related forms accurately, timely and appropriately for reimbursement and compliance mandates.
- Maintains a positive and respectful attitude.
- Performs other related duties as assigned by supervisor.

QUALIFICATIONS AND REQUIREMENTS:**EDUCATION**

Accredited school of speech therapy, license in California, one-year clinical fellowship.

Maintains certificate of clinical completion from American Speech Hearing and Language Association (ASHA).

EXPERIENCE

One year successful experience one year in community/public health setting or home health preferred.

PHYSICAL DEMANDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the physical demands of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard field environment.

Physical: primary functions require sufficient physical ability and mobility to work in the clinical area.

- Must be able to learn and comprehend basic instructions and orientation to the job.
- Must have strong attention to detail and ability to independently problem solve with frequent interruptions.
- Must be able to communicate clearly and exchange information with other staff and the public.
- Must be able to work constantly with interruptions.
- Must have the ability to understand the meanings of words and respond effectively and be proficient in speaking, writing and reading English.
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients and to convey detailed spoken instructions to other staff accurately.

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- Must be able to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard frequently.
- Must be able to work alone – this is an essential function.
- Must be able to work frequently with VDTs/computers.
- Must be able to sit constantly.
- Must be able to stand constantly.
- Must be able to stoop, bend, reach, twist, crouch, and kneel occasionally.
- Must be able to lift an object up to 35-50 lbs. raising or lowering it from one level to another occasionally.
- Must be able to transport an object up to 25-34 lbs., usually holding it in the hands or arms for 100 ft. occasionally.
- Must be able to level lift an object up to 35-50 lbs. occasionally.
- Must be able to lift overhead an object up to 10 lbs. occasionally.
- Must be able to push/pull an object up to 35-50 lbs. occasionally.
- Must be able to drive auto equipment frequently.
- Must be able to work irregular shifts (shifts not between 8:00 a.m. and 5:00 p.m.) occasionally.
- Must be able to maintain body equilibrium to prevent falling when walking, standing and crouching.
- Must be able to have hand exposure to the public and staff constantly.
- Must be able to frequently work in a fast pace environment with constant interruptions and meeting deadlines.
- Must be able to see in the normal visual range with or without correction doing close eye work.
- Must be able to hear in the normal audio range with or without correction.
- Hands – repetitive motion frequently.
- Hands – fine manipulation frequently.
- Hands – gross manipulation frequently.
- Grasping: Right – simple grasp frequently
Left – simple grasp frequently
- Foot pedals – use foot pedals on bed lock, lift chairs, etc., occasionally.

Simple grasp = under 50 lbs.

Firm grasp = over 50 lbs.

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ENVIRONMENTAL REQUIREMENTS (possible exposure to):

- Blood/body fluids occasionally.
- Working with moving machinery/equipment; i.e., Hoyer lift occasionally
- Aerosol transmissible diseases occasionally.
- Other potentially infectious material (OPIM) occasionally.

Occasionally = 1 – 33%

Frequently = 34 – 66%

Constantly = 67 – 100%

STANDARD OF PERFORMANCE AND ACCOUNTABILITY:

All employees will maintain high standards of integrity and business ethics, will abide by the organization’s compliance program, rules, policies and procedures, applicable laws and regulations, will conduct self in an honest, ethical manner and report promptly any suspected violation of compliance standards to the Compliance Officer.

All employees will abide by the Injury and Illness Prevention Program (IIPP).

All employees will be held accountable in meeting all functions as defined within the scope of their job description, which includes all goals and objectives set for the position.

If accountability standards are not met, the employee may be given an oral warning followed by a written warning. However, the organization reserves the right to proceed directly to a written warning or separation from employment for misconduct or performance deficiency without resort to prior disciplinary steps when the organization deems such action is appropriate.

 President 

 Date 11-13-14

 Supervisor

 Date

 Employee

 Date