

# Apostolic Christian LifePoints

## Job Description

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<b>Position:</b>	<b>Speech Language Pathologist</b>
<b>Facility:</b>	<b>Agency</b>
<b>Department:</b>	<b>Communication</b>
<b>Reports to:</b>	<b>Timber Ridge Administrator</b>
<b>Supervises:</b>	<b>None</b>

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**Scope of Position:** The primary role of the Speech Language Pathologist is to perform screenings, evaluations and assessment of resident abilities related to speech, language, communication and swallow. The SLP will develop and/or provide resident-centered input to resident care plans and treatment programs to aid Apostolic Christian LifePoints' (ACLP) residents to maximize their abilities and further develop necessary speech and swallow. All will be accomplished within current applicable Federal, State, and local standards, guidelines and regulations, and follow established ACLP policies and procedures.

### Qualifications:

#### Candidates must have/be:

1. Ability to read, write and speak the English language.
2. Be at least twenty-one (21) years of age and of good moral character.
3. as a minimum, a Master's degree in speech language pathology.
4. A current, active Speech Language Pathologist license in the State of Illinois.
5. The equivalent of one (1) year experience working with individuals with developmental disabilities.
6. A strong understanding of speech-related conditions, causes, and treatments with the ability to develop individualized service plans (ISPs).
7. Excellent verbal and written communication skills.
8. Proficient with computers, especially patient and healthcare databases.
9. Attentive and caring.
10. Ability to function independently, demonstrate personal integrity and have the ability to work effectively with residents, administrative personnel, consultants, vendors, and others.

### Core Expectations:

1. Meet agency expectations for attendance, dress code, working cooperatively with other employees
2. Follow the safety requirements for agency and department
3. Respect the rights and dignity of residents
4. Retrieve and record data from electronic charting system
5. Support and promote the values and standards of the agency

### Job Responsibilities:

1. Diagnose, treat, and prevent speech, language, and swallow disorders.
2. Create treatment and therapy plans to suit the individualized needs of a diverse population of residents with intellectual and developmental disabilities.

3. Perform screenings to detect voice or speech disorders.
4. Educate patients and family members about speech disorders and causes, including disabilities and traumatic events.
5. Keep detailed documentation relating to patient conditions, care plans, therapies, and progress.
6. Report progress and current status to appropriate parties, which may include family members, department heads, direct care and nursing staff, or medical professionals.
7. Provide resident observations and assist in assessments as part of the Interdisciplinary Team (IDT)
8. Make recommendations regarding equipment, supply, and other facility needs
9. Maintain a working knowledge of current federal, state and other regulatory bodies, as well as professional standards and make recommendations for changes in policies and procedures to the Administrator
10. Assist in the development, administration and coordination of program policies and procedures in accordance with current rules, regulations, and guidelines that govern such facilities
11. Participate in surveys (inspections) made by authorized government agencies and assist in developing a plan of correction as requested
12. Identify and report incidences of abuse or neglect according to agency and Office of the Inspector General guidelines
13. Other duties as assigned

**Other Responsibilities:**

1. Focus on meeting customer needs (staff, residents, and families)
2. Support the vision, mission and agency values in working with others which the agency has a relationship
3. Respect and follow all resident rights guidelines
4. Report any violations of resident rights to appropriate human rights staff
5. Maintain a positive, caring attitude throughout the workday
6. Use a team approach and help others
7. Display effective communication skills through proper interaction with residents, families and co-workers
8. Conduct yourself in a way that conveys an attitude of trust and dependability with co-workers
9. Report for work every scheduled day, on time and follow rules for the time clock
10. Participate in department meetings and maintain appropriate number of in-service hours
11. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report
12. Maintain confidentiality of all resident information to assure resident rights are protected

**Physical and Sensory Requirements:**

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

1. Must be able to bend, stoop, and move intermittently throughout workday

2. Must possess stamina to spend much of the workday standing or moving around
3. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately
4. Must possess emotional stability to work respectfully and harmoniously with residents and other staff
5. Must be able to use a computer, phone, etc. as required
6. Must be able to lift, push, pull, and move a minimum of 50 pounds

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## Job Description Review

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I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (Print) \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_