job description

Speech & Language Therapist

***Main purpose of the post:***

* To provide a specialist Speech and Language Therapy Service for adults with learning disabilities, Autism and Mental health for our social care services.
* To provide specialised communication assessments and interventions to individuals who are referred.
* To provide education, training, support and advice to colleagues and carers to enable them to provide the best possible care and quality of life for individuals
* To lead on the implementation of Total Communication
* To carry out delegated tasks in policy and strategy development.

***Key responsibilities:***

* To use specialist clinical skills to manage a complex caseload of adults with communication difficulties.
* To write comprehensive reports that are accessible to a range of professionals reflecting specialist knowledge.
* To develop clear care plans, advice and information, based on best practice and to use specialist knowledge to inform clinical judgments for care management.
* To deliver a person centred service where individuals are involved in the development of their care plans and goals (where possible).
* To provide comprehensive advice and training to individuals who use our services, their family and carers in order to maximise their skills.
* To work collaboratively and liaise with a wide range of other professionals across a variety of locations and agencies.
* To demonstrate clinical effectiveness by use of evidence based practice and outcome measures, and maintain knowledge of current literature and developments within the specialist clinical field.
* To demonstrate specialist knowledge and use of Augmentative and Alternative Communication (AAC).
* To adapt practice to meet individual circumstances; including due regard for cultural and linguistic differences, and by evaluating outcomes.
* To demonstrate good negotiation skills across a range of issues and to negotiate with others regarding complex case management issues.
* To assume delegated tasks as requested by line manager, including leading working groups and policy development groups within area of clinical expertise.
* To advise line manager on issues of service delivery including shortfall, service pressures..
* To supervise, evaluate and assess students on placements, including students from other professional groups as appropriate.
* To interpret and implement national and local policy relevant to the individuals who use MHC services.
* To be accountable for own professional action and recognise own professional boundaries through interpretation of clinical/professional policies seeking advice as appropriate.
* To work within defined organisational and national protocols/policies and professional code of conduct.
* To maintain appropriate records in line with the organisations policies and RCSLT guidelines.
* To monitor and evaluate own specialist service delivery and provide progress reports.
* To use professional skills and knowledge; including research, service evaluation and audit, to inform service/policy developments.

### To be responsible for the security, care and maintenance of equipment – including equipment used with individuals who use MHC services, ensuring standards of infection control and safety are maintained

* To initiate and participate in research/clinical governance/audit projects within area of clinical expertise.
* To develop a professional portfolio developed within the appraisal framework to include objectives relating to clinical work area.
* To attend specialist short courses, specialist interest groups and advanced training in specialist areas relevant to the post, and to demonstrate knowledge of these areas underpinned by current evidence based best practice.
* To enhance clinical expertise through self-reflection and analysis to identify own strengths and development needs.
* To assist with the identification of training needs within the organisation.

**ADDITIONAL INFORMATION**

The following supplementary information will form part of your job description.

**Codes of Professional Conduct:**

Staff are required to abide by the all relevant Company policies and procedures and any relevant national / professional Codes of Conduct or Practice.

**Confidentiality:**

Information relating to patients, employees and business of the Company must be treated in the strictest confidence. Under no circumstances should such information be discussed with any unauthorised person(s) or organisations. All staff must operate within the requirements of the Whistleblowing Policy.

**Health & Safety:**

Employees are required to ensure they are aware of, and comply with, policies and procedures relating to Health & Safety (whether statutory or Company), and assist in ensuring the compliance of other staff.

**Equality & Diversity:**

The Company is committed to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, race, religion or belief, sexual orientation, marital status, gender reassignment or pregnancy/maternity. We fully support the right of all staff to equal opportunities and are committed to the development of a diverse workforce.

**Policies:**

It is the responsibility of staff to be familiar with Company policies that affect them, and work within the scope set out in them. Managers are responsible for ensuring staff know of, and work within the Company’s policies, procedures and protocols.

*NOTE: Notwithstanding the detail within the job description, the post holder will undertake such duties as may be determined by the Company from time to time, up to or at a level consistent with the principal responsibilities of the post.*

person specification

Speech & Language Therapist

**Qualifications:**

|  |  |
| --- | --- |
| **Essential**  | **Desirable** |
| * Recognised degree in Speech & Language Therapy
* Registered with HCPC
* Registered with RCSLT
 | * Evidence of significant post-graduate training in specialist field,
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**Length and/or nature of experience:**

|  |  |
| --- | --- |
| **Essential**  | **Desirable** |
| * Significant specialist experience working with adult learning disability/autism
* Must have a minimum of 12-18 months experience of working as a speech language therapist
 | * Substantial, proven experience as a Speech and Language Therapist using skills appropriate/transferable to an adult learning disability/mental health caseload
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**Professional / specialist knowledge:**

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| --- | --- |
| **Essential**  | **Desirable** |
| * Sound understanding of national and professional policies/procedures relevant to the client group
* Knowledge of safeguarding policies and procedures
* Proven ability to work independently; managing and prioritising own workload
* Excellent presentation skills and experience in training others
 | * Knowledge and experience of symbol software packages and signing systems (i.e. Makaton)
* Computer skills
* knowledge of the principles of clinical governance / audit
* Membership of relevant Specialist Interest Group or equivalent
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**Personal skills, abilities and attributes:**

|  |  |
| --- | --- |
| **Essential**  | **Desirable** |
| * Excellent interpersonal skills – including observation, listening and counselling skills
* Able to communicate highly complex or sensitive advice and information to others
* Ability to manage conflict and resistance to change
* Well-developed concentration skills
* Prioritisation skills
* Knowledge of standards of record keeping
* Excellent presentation skills, written and verbal
* Excellent analytical and reflection skills
* Excellent organisational skills
* Ability to undertake all statutory and mandatory training including)
* Ability to write clear concise reports
* Advanced knowledge of a broad range of assessment tools relevant to this client group
 | * The ability to lead on project
* Advanced negotiation and problem solving skills
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**Other requirements:**

|  |  |
| --- | --- |
| **Essential**  | **Desirable** |
| * Ability to work flexibly to meet service requirements
* Ability to keep up to date with the organisation’s policies and procedures
* Keeping up to date with mandatory training
* A valid UK driving license and the use of own transport for business purposes
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