



POSITION DESCRIPTION

Position Title:	Speech-Language Pathologist	Exempt/Salary
Supervisor:	Director	

POSITION SUMMARY

The Speech-Language Pathologist actively participates with team members in evidence-based practice through relationship-based intervention. The Speech-Language Pathologist’s work meets the purposes of early intervention as written in federal and state law: to enhance the development of infants and toddlers with disabilities and delays; and to enhance the capacity of families to meet the special needs of their infant and toddler with disabilities and delays.

EARLY INTERVENTION ESSENTIAL FUNCTIONS

- Maintain family and agency confidentiality.
- Conduct yourself as a professional at all times, in accordance with the UCP Guidebook and the codes of ethics pertinent to your licensure and certification.
- Function within a primary coach teaming style to provide services to infants and families, maintaining a caseload of children as determined by program needs.
- Conduct evaluations and assessments addressing up to five developmental areas as appropriate.
- In collaboration with team members, develop and implement a “Individualized Family Service Plan” for assigned families with outcomes and learning opportunities identified.
- Independently manage your schedule for conducting home visits, community visits and joint visits with other team members.
 - Maintain your Outlook calendar with appointments logged for at least two weeks ahead.
- Develop and maintain an effective rapport with parents, children and other caregivers assigned to caseload, using a coaching interaction style.
- Work collaboratively with other team members/coworkers as well as external stakeholders including, but not limited to physicians, school districts, County and State staff and community agencies on behalf of the children and families on caseload.
- Support children in their natural environment including the ability to walk for short distances (up to one block), stand on various surfaces, sit on furniture and the floor, lift light objects (less than 5 lbs.), climb stairs (typically no more than one flight), bend, drive a car for up to 45 minutes at a time, etc.
- Maintain appropriate, timely and updated casenotes.
- Act as a mandated abuse reporter.
- Attend staff meetings and trainings as required.
- Complete the necessary administrative responsibilities and paperwork required.
 - Complete monthly responsibilities by the assigned deadline. (Timestar, reports to director, etc.)
 - Maintain and update the client database for each person on your caseload.
- Additional functions and requirements may be assigned by supervisors as deemed appropriate.
 - Supportive team player willing to act as a goodwill ambassador for UCP both internally and externally.
 - Understands the core values of the agency and actively communicate its mission to stakeholders.

Other duties as assigned – please note this job description is not designed to be a comprehensive list of all duties and responsibilities. Duties and activities may change at any time with or without notice.

COMPETENCIES

- Knowledge of the needs of families with children with disabilities or delays.
- Knowledge of the developmental needs of infants and toddlers, including infant mental health.
- Knowledge of reflective practice principles and the ability to facilitate reflective practice principles and opportunities with colleagues.
- Knowledge of primary coach approach to teaming as required by Wisconsin’s Birth to 3 Program.
- Knowledge of and adherence to professional codes of ethics (in accordance with professional licensure and certifications).
- Effective verbal communication skills to support parents, community partners, staff and other professionals.
- Ability to work effectively as a team member, adjusting and adapting to changing situations.
- Strong professional skills and demeanor characterized by emotional intelligence. This refers to the ability to understand team dynamics, function well under deadline, respond appropriately to feedback, make thoughtful decisions.
- Ability to present oral and written information to parents, staff, community partners and other professionals in an effective manner.
- Ability to respect and maintain professional boundaries in all work situations.
- Ability to initiate, organize and prioritize work meeting necessary deadlines and requirements.

REQUIRED/PREFERRED EDUCATION AND EXPERIENCE

- Master’s Degree in Speech-Language Pathology or Communicative Disorders.
- ASHA certification (CCC-SLP) and WI state licensure.
- Possession of a valid driver license, auto insurance, consistent access to a vehicle in order to travel to fulfill the requirements of the position.
- Experience working with families and children under age 3.
- Experience in and knowledge of intervention in natural environments and in a coaching approach.
- Computer literacy (Microsoft Office).

SUPERVISORY RESPONSIBILITIES

None

POSITION TYPE/EXPECTED HOURS OF WORK

This position works a flexible schedule with general availability needed Monday through Friday, 8:00 am to 5:00 pm.

United Cerebral Palsy of Greater Dane County, Inc. is an Equal Opportunity Employer.

SIGNATURES

This job description has been approved by:

Director _____

HR _____

Employee signature below constitutes understanding of the information listed above.

Employee _____ Date _____