

Position Title: Speech Language Pathologist Assistant**Reports To:** Therapy Department Coordinator**FSLA:** Non- Exempt **Status:** Full-time/Part-time

Job Summary: Provides speech/language therapy, under supervision and direction of the speech Language Pathologist, to the birth to three year old population within a medical and educational model. Treatment is provided using an interdisciplinary, family-centered and culturally diverse approach.

Essential Functions:

1. Coordinates with Speech Language Pathologist
 - Plans, organizes and implements treatment under direction and supervision of the SLP
 - Assists in speech group curriculum planning, set up and clean up
 - Completes all service logs as assigned
2. Supports other staff members by providing accurate and helpful information regarding clients and families
 - Acts as a resource to staff on communication disorders
 - Provides written information on communication disorders
 - Maintains departmental inventory of equipment and materials
 - Provides community outreach and training upon request
3. Provides Family Resources Coordination
 - Informs families of advocacy, support services, funding sources and community resources
 - Completes initial, 6-month, and Annual IFSP in coordination with all team members
 - Assists in coordinating the transition process
 - Completes and maintains WA Family Resources Coordination certification
4. Maintains professional credentials
 - Attends appropriate trainings/seminars to enhance knowledge/skills
 - Continually upgrades knowledge of current research materials
 - Maintains WA registration/licensure as needed
 - Maintains client confidentiality

Other Functions:

1. Employee is dependable and takes initiative in job duties
2. Employee communicates effectively with co-workers and consumers
3. Employee attends to accuracy and thoroughness of paperwork
4. Employee knows the Agency Mission and is Mission oriented

Required/Preferred Work Experience and/or Training:

- Bachelor's Degree from an accredited college or university in Communication sciences.
- Infant/toddler communication therapy training and/or experience preferred

Required Knowledge, Skills and/or Abilities:

- Knowledge of typical and atypical child development processes
- Knowledge of the Individual Education Process and the Individual Family Service Plan process
- Awareness of family economic and cultural issues as they relate to early intervention
- Knowledge of WA State Special Education regulations and/or Federal Early Intervention law
- Valid WA State driver’s license, reliable transportation and insurance

Required Licenses or Certifications:

- Obtain DOH SLP-A Certificate
- Washington State driver’s license, reliable transportation and insurance
- CPR/First Aid Certificate
- Food Handlers Permit
- WA Family Resource Coordinator certificate (ability to complete required training upon hire)

Physical Demands:

| General Physical Demands | Critical for Job | Strength | Critical for Job |
|---------------------------------|-------------------------|--|-------------------------|
| Climbing Stairs | Yes | Sitting (<i>paperwork, meetings</i>) | Yes |
| Bending/Twisting at Waist | Yes | Standing | Yes |
| Kneeling/Squatting | Yes | Walking | Yes |
| Crouching | Yes | Driving (<i>providing home visits</i>) | Yes |
| Reaching Above Shoulder | Yes | Lifting (<i>40+ pounds</i>) | Yes |
| Repetitive Arm/Hand Motion | Yes | Carrying (<i>40+ pounds</i>) | Yes |
| Handling/Grasping | Yes | Pushing/Pulling | Yes |
| Fine Finger Manipulation | Yes | | |
| Talking – In Person | Yes | | |
| Talking – On Phone | Yes | | |
| Hearing | Yes | | |
| Seeing | Yes | | |

Toxic Chemicals: Bleach is used to clean toys, etc. Must be able to tolerate exposure to chlorine bleach

Types of equipment/machinery or tools used on the job: vehicle to provide home visits, computer, telephone, copier, utensils and fabricated equipment.

Personal Protective Equipment required: gloves when cleaning up potentially hazardous or infectious materials; protective mask when performing CPR

I have reviewed this job description and feel I can perform the essential functions and physical demands with or without accommodation.

Employee: _____ Date: _____

Supervisor/Director: _____ Date: _____