



JOB DESCRIPTION

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| Job: | Speech and Language Therapist (Senior Grade) |
| Location: | Enable Ireland, Adult Services |
| Contract Hours: | Part time, 17.5hrs per week |
| Contract Type: | Permanent |
| Reporting to: | Adult Services Manager |

Overall Purpose of the Post:

To be responsible for the provision of a high quality Speech and Language Therapy in Adults service's in accordance with standards of professional practice. To work in conjunction with other team members in co-ordinating and developing the service to meet the needs of the population it serves in line with the objectives of the organisation. To work as an effective member of a multi-disciplinary team to provide and develop skilled speech and language therapy services in communication and Feeding, Eating, Drinking and Swallowing for Enable Ireland Cork Adult Services.

Duties:

Planning and Organising/Managing a caseload

- To provide a range of Speech & Language services such as assessments and interventions to adults with complex needs.
- To participate in relevant clinical and team meetings as deemed appropriate by designated manager.
- To maintain appropriate Service Owner records and statistics in accordance with Enable Ireland requirements and local guidelines, Freedom of Information Act, Data Protection Acts and other relevant legislation.
- Demonstrate clear understanding of the role of the Speech and Language Therapist with adults in the field of physical/sensory disability.
- Demonstrate an understanding of the decision making process involved in providing support to people with FEDS needs within a social model of disability.
- Demonstrate an understanding of National Policies and Procedures in Safeguarding Vulnerable Adults.
- Work with trainers/AT staff in advancing AT and communication supports for Service Owners.
- Services may be delivered across a range of settings including but not limited to clinic, home and community settings. This may include direct and indirect support to families as well as key contact and other duties.

Professional development and support

- Be responsible for assessment, diagnosis, planning, implementation and evaluation of treatment / intervention programmes for Service Owners according to professional standards.
- Make clinical decisions following assessment of complex cases.
- Arrange and carry out assessment and treatment / intervention programmes in appropriate settings (e.g. clinic, home, day centre).
- Communicate results of assessments and recommendations to the Service Owner/staff and relevant others as appropriate.

- Document all assessments, diagnoses, treatment / intervention plans, clinical notes, relevant contacts and summaries in accordance with department and professional standards.
- Collaborate with Service Owners, families, carers and other staff in goal setting and treatment / intervention planning.
- Be responsible for maintenance of standards of practice.
- Foster close working relationships with colleagues and other relevant professionals in maximising Service Owner potential.
- Participate in teams; communicating and working in collaboration with the Service Owner and other team members as part of an integrated package of care.
- Attend clinics and participate in relevant meetings, case conferences as appropriate.
- Participate in and develop activities which support health promotion.
- Ensure that professional standards are maintained in relation to confidentiality, ethics and legislation.
- Operate within the scope of Speech and Language Therapy practice as per CORU requirements and in accordance with local guidelines.
- Carry out other duties as assigned by the Adult Services Manager.

Professional Development and Quality Assurance

- To manage and coordinate service delivery within Adult Services/Residential and Respite as required.
- To engage in the education of colleagues and student Speech and Language Therapists when required.
- To contribute towards the ongoing development of the service, including participation in the evaluation of service delivery and in research initiatives.
- To comply with mandatory training requirements and to lead and participate in Speech and Language Therapy and interdisciplinary training initiatives.
- To work in a safe manner with due care and attention to the safety of self and others and to adhere to local and national Risk Management policies including reporting of incidents, accidents and near misses.
- To comply with policies and procedures of Enable Ireland.
- To promote and deliver services within the ethos and philosophy of Enable Ireland.

Judgement & Evaluation

- To demonstrate a sound understanding of administrative practice and protocol in decision making.
- To make informed decisions in a timely manner, taking all relevant information into consideration.
- To anticipate potential consequences of decisions being taken, and to consider precedence in order to ensure consistency.
- To recognise when it is appropriate to refer decisions to a higher level of authority or to include other colleagues in the decision.
- To use logical analysis to break down complex problems into their component parts.
- To promote and consistently support the demonstration and development of evidence based service delivery.

Education and Training

- Participate in mandatory training programmes.
- Participate in continuing professional development including in-service training, attending and presenting at conferences / courses relevant to practice, contributing to research etc. as agreed by Adult Services Manager.
- Engage in professional clinical supervision with the Speech and Language Therapist Manager/Head of Discipline.
- Engage in peer support with Senior Speech and Language Therapist colleagues.
- Manage, participate and play a key role in the practice education of student therapists.
- Take part in teaching / training / supervision of other Speech and Language Therapy and non-Speech and Language Therapy staff / students and attend practice educator courses as appropriate.
- Devise and deliver training as requested by Adult Services manager.

Health & Safety

- Promote a safe working environment in accordance with Health and Safety legislation.
- Be aware of and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
- Be aware of risk management issues.
- Adequately identifies, assesses, manages and monitors risk within their area of responsibility.
- Document appropriately and report any adverse incidents, near misses, hazards and accidents in accordance with organisational guidelines.
- Have a working knowledge of the Health Information and Quality Authority (HIQA)/Standards/New Directions as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.

Team Working

- To work as part of the clinical team in Adult Services and provide expert/evidence based practice knowledge to support staff in the delivery of care to Service Owners.
- To perform any other duties appropriate to the position in consultation with the clinical team/Adult Services manager.

Administrative

- Promote good working practice and uniformity of standards of best practice.
- Promote quality by reviewing and evaluating the Speech and Language Therapy service regularly, identifying changing needs and opportunities to improve services for each Service Owner.
- Develop and implement service / business plans, quality initiatives, audits etc.
- Collect and evaluate data about the Service Owner group and demonstrate the achievement of the objectives of the service.
- Oversee the upkeep of accurate records in line with best clinical governance, organisational requirements and the Freedom of Information Act, GDPR, and render reports and other information / statistics as required.
- Represent Adult services clinical team at meetings and conferences as appropriate.
- Liaise with the Speech and Language Therapist Manager regarding the needs, interests and views of Speech and Language Therapy staff.
- Promote good team working, and a culture that values diversity and respect.
- Engage in IT developments as they apply to Service Owner and service administration.
- Keep up to date with developments within the organisation.

Leadership

- To build credibility and portray the profession/service in a positive light by being professional and well informed.
- To show enthusiasm and a high level of motivation in leading team projects and service planning.
- To demonstrate determination and initiative to achieve results and improve the service.
- To clearly accept accountability for standards of performance in relevant area of responsibility.
- To inspire others to work to high standards and maximise their potential by being enthusiastic about the profession and the service.

This description is not restrictive and the post holder may be required to carry out other duties as requested by the Director of Services and Adult Services Manager. The post holder may be redeployed to other Enable Ireland adult service units within the Cork area when required.

To minimise exposure to breaches of GDPR, strict compliance is required in the course of carrying out the duties of this job and working with others. This will include but is not limited to compliance with Enable Ireland's suite of GDPR Policies & Procedures, attending all GDPR Training sessions and ensuring personal responsibility for implementing safeguards and measures as directed.

Terms & Conditions

- Responsible to:** Adult Services Manager or designate
- Probation:** A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The company reserves the right to extend the probationary period on an exceptional basis if it is deemed that the extension would be in your interest. In any case, this will not exceed a period of 9 months. The probationary period may also be extended to facilitate statutory leave
- Salary:** The current salary scale for this post is €53,388 to €63,198 pro rata per annum.
This pay scale is subject to increases in 2024 in accordance with the recent WRC interim agreement (Ref CAM -100101-22) towards enhanced pay adjustments in Section 39 organisations.
- Annual leave:** Annual leave entitlement is 33 days pro rata per annum and proportionately less for less than 12 months service.
- Pension scheme:** Enable Ireland operates a contributory pension scheme which all staff may join on earlier of 1st July or 1st January following start date
- Medical:** The successful candidate will be required to undergo a medical assessment.
- Garda Clearance/
Police Clearance:** These will be required for all prospective staff who undertake relevant work or activities relating to children or vulnerable persons.
- Sick Pay:** All periods of sickness exceeding two days must be medically certified. All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 6 months continuous service with the Company sick pay will be as follows: Full

Redeployment:

pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period
In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.