

Position number:**Position:** Speech Pathologist Manager (maternity leave position)

Visa sponsorship is NOT available for this role

EBA: Victorian Public Health Sector Allied Health Professionals Enterprise Agreement**Classification:** Speech Pathologist Grade 3**Annual Salary:** \$102,091.60 to \$116,646.40 based on years' experience**Superannuation:** employer contribution of 11%**Working hours:** Full time with an ADO**Basis of employment:** 12-month contract**Location:** Western District Health Service- Hamilton Campus**Team:** Primary and Preventative Health – Speech Pathology**Line manager:** Director Primary and Preventative Health – Mac McInnes**Contact for enquiries:** 03 5551 8262 claudia.napoli@wdhs.net

Please do not send your application to this contact

How to apply: Online applications. Go to <https://wdhs.net/v2/home/careers/> then find the position by title or number and apply**ABOUT US**

At Western District Health Service (WDHS) we pride ourselves on our strong teamwork and our shared commitment to providing person-centred high-quality healthcare to the Southern Grampians community. We encourage and celebrate diversity, inclusion and accessibility for our staff and visitors to our services and we are dedicated to living our values of: Integrity, Innovation, Collaboration, Accountability, Respect and Empathy.

With a population of approximately 10,000 and a catchment of 16,500, Hamilton is the regional centre of Victoria's Southern Grampians region and WDHS is the largest employer in the region. WDHS provides a comprehensive range of acute inpatient services, residential aged care and primary and community health services. To find out more information about WDHS you can visit <https://wdhs.net/v2/about-us/>.

The Greater Hamilton region is rich with lifestyle opportunities and facilities. Working for WDHS will enable you to pursue your profession, build your career and enjoy a great work/life balance. With the Grampians National Park and stunning beaches on your doorstep in Warrnambool, Port Fairy and Portland and wineries dotted in-between, a better lifestyle is waiting for you! To find out more information about the Greater Hamilton region you can visit <https://wdhs.net/v2/home/careers/community-information/>

Be Yourself - We value the unique backgrounds, experiences and contributions that our staff and visitors bring to our service. First Nations people, those identifying as LGBTQIA+, people of all ages, with disabilities and culturally and linguistically diverse people are encouraged to apply.

About the Role:

In this small rural team, your role is to coordinate and lead the Speech Pathology department. This position is a mix of clinical and non-clinical/management. The speech pathology department work across a variety of clinical areas including acute, sub-acute, community and aged care. There are opportunities to work across multiple WDHS campuses including Hamilton, Coleraine and Penshurst. Speech Pathology services may also be contracted to other health and educational services in the region (usually by the speech pathology manager). You will participate in regular meetings, conducting supervision for the speech pathology team and reflective learning opportunities. Supervision for the speech pathology manager can be organised externally. You will have opportunities to complete external professional development as well as internal professional development from the speech pathology department and other departments across PPH. Career development support is also available through the WDHS tiered leadership training program which you will be able to complete in this time.

The Speech Pathology department is part of the Primary and Preventative Health sector of WDHS. You will contribute to the Speech Pathology team through your work with the speech pathology department, clients, participating in quality improvement activities and research as well as working in wider multidisciplinary teams across WDHS.

Responsibilities and Duties

- Manage, coordinate and lead a comprehensive speech pathology service in a multidisciplinary environment for admitted and non-admitted WDHS clients.
- Conduct and report on QI initiatives including consumer involvement, to ensure safe, current and high quality services.
- Conduct service planning and development to identify and meet community needs for speech pathology.
- Ensure the provision of high-quality Speech Pathology services through completion of assessment and management of communication and swallowing disorders for all clients referred to the service.
- Keeping records of assessment, details of treatment and progress notes to meet legal requirements for all clients.
- Support regional hospitals/external agencies with provision of speech pathology services where agreed.
- Ensure the appropriate supervision and professional conduct of speech pathology staff and students.
- Participate in appropriate meetings, seminars and conferences through WDHS and externally.
- Actively participate in personal and professional development activities.
- Contributing as a multidisciplinary team member through collaboration via meetings and case conferences with WDHS staff and private local clinicians.
- Providing Speech Pathology specific education and/or training to other WDHS staff e.g. nursing staff or the wider Primary and Preventative Health team.
- Promoting community awareness through education and work with community groups including transition support network (kinder and prep teachers) and promoting awareness days e.g. Speech Pathology week.

About You:

Selection Criteria

- Commitment to the WDHS Values of Integrity, Innovation, Collaboration, Accountability, Respect and Empathy and ability to exhibit behaviour which reflects our values.
- Ability to work collaboratively and cohesively with colleagues, supervisors, and other stakeholders
- A tertiary qualification in Speech Pathology and eligibility for registration with Speech Pathology Australia
- Additional training desired but not essential e.g. Literacy programs such as Sounds Write, program delivery such as the Lidcombe program for stuttering or Hanen: It Takes Two to Talk for language intervention.

Benefits of Working with Us

Staff benefits

- Flexible working arrangements (full & part-time, contract) and option to purchase additional leave to support work/life balance
- If needing to relocate:
 - Relocation consultant support (housing, partner employment, childcare/education, social groups etc) out of region only
 - Cash payment for relocation costs (up to \$1,000) and other financial support for covering relocation costs through salary packaging (out of region only)
 - Accommodation and housing support (up to 3 months) (out of region only)
- External professional development funding support in the first 12 months (up to \$1,000).
- Internal training and development opportunities to support professional and personal growth.
- Enterprise Bargaining Agreement based remuneration.
- Salary packaging including capped expenses (\$9,010), meals (\$2,600), novated vehicle leasing.
- Free on-site car parking
- Social club membership offering a range of events, functions and local community discounts.

- A culture which supports staff health and wellbeing including:
 - Green Bean Café on site at the Hamilton hospital
 - Discounted leisure memberships
 - Gym membership at corporate rates
- Access to Employee Assistance Program (EAP)

Other Requirements

- Current police check is required for this role
- Must have experience working with children
- Current working with children check is required for this role & must demonstrate an understanding of appropriate behaviours when engaging with children
- Current NDIS check is required for this role
- Current driver's licence or International Driver's Licence is required for this role
- Some afterhours work may be required in this position
- This position will entail some on call work

Occupational Health and Safety Responsibilities

All Western District Health Service employees share responsibility for occupational health and safety, (OH&S) with specific responsibilities and accountabilities allocated to positions within the organisational structure. Any employee who fails to meet his/her obligations concerning health and safety may, depending on the circumstances, face disciplinary action up to, and including, dismissal.

Employees have a responsibility to comply with all relevant WDHS OH&S management system Policies, Procedures and programs. This includes the WDHS Injury Management Program.

Employees have a responsibility to take all reasonable care to prevent incident or injury to themselves or to others in the workplace. Employees are expected to learn and follow approved standards and Procedures that apply to their activities and check with their Manager when they have any doubts concerning potential hazards.

Employees have a responsibility for:

- Looking after their own health and safety and those of others in the workplace;
- Follow safe work practices and use personal protective equipment as required;
- Participate in OH&S consultation and OH&S training initiatives;
- Report any accidents, incidents, injuries "near misses", safety hazards and dangerous occurrences, assist with any investigations and the identification of corrective actions;
- Cooperate with managers and supervisors so that they can meet their OH&S responsibilities;
- Don't wilfully interfere with or misuse anything provided in the interest of health and safety or wilfully put anyone at risk;
- Performing only those tasks for which they have received appropriate training and instruction;
- Ensuring that they understand and comply with those responsibilities which apply to them while performing their duties at the workplace;
- Participate in emergency evacuation exercises.

INHERENT PHYSICAL REQUIREMENTS:

Western District Health Service has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or others. The role may require the following tasks among other things:

<u>1 Nursing / Patient Care Role</u> <ul style="list-style-type: none"> ▪ manual handling (pushing, pulling equipment) ▪ general patient handling and clinical nursing duties ▪ sitting, standing, bending, reaching, holding ▪ pushing pulling trolleys and equipment ▪ general clerical, administration work, computer work ▪ use of personal protective equipment and handling ▪ handling general and infectious waste, ▪ shift work in most roles 	<u>2. Maintenance / Hotel Services Staff Role</u> <ul style="list-style-type: none"> ▪ generic maintenance work, working at heights ▪ generic outdoor work / pushing, pulling trolleys ▪ sitting, standing, bending, reaching, holding ▪ computer work ▪ general clerical, computer and some admin work ▪ use of personal protective equipment and handling ▪ handling general and or infectious waste, ▪ shift work in some roles 	<u>3 Clerical / Administration Role</u> <ul style="list-style-type: none"> ▪ sitting, standing, bending, reaching, holding ▪ computer work, data entry ▪ general clerical at varying levels ▪ use of personal protective equipment ▪ handling general waste ▪ pushing and pulling trolleys / filing, ▪ shift work in some roles
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Note to all employees

- You must work within the policies, procedures and guidelines of WDHS.
- You must participate in the WDHS integrated risk management and quality improvement systems by being aware of responsibilities to identify, minimise and manage risks and identifying opportunities for continuous improvement in your workplace through communication and consultation with managers and colleagues.
- You must ensure that the affairs of WDHS, its patients, clients and staff remain strictly confidential and are not divulged to any third party except where required for clinical reasons or by law. Such confidentiality shall extend to the commercial and financial interests and activities of WDHS.
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s).
- A Performance Review will occur within three (3) months of commencement, then annually taking account of the key roles and responsibilities outlined in this Position Description. In addition to reviewing performance (individual and work team), the annual meeting provides an opportunity to ensure role clarity, revise key performance activities/measure and set development objectives and goals for the year ahead.

APPROVALS	Name	Signature	Date
Divisional Head:			
Department Head:			
Employee:			

Position code: <i>People and Culture Department use only</i>	
Date revised: <i>People and Culture Department use only</i>	

When revised please forward electronic copy to:
People and Culture Department [email: people.culture@wdhs.net](mailto:people.culture@wdhs.net)