



**The Arc of Shelby County, Inc.
Position and Description**

Position Title:	Speech/Language Pathologist I
Reports To:	Director of Children's Services
Location:	Primarily Community-Based Work
Standard Hours:	Office Hours, but Some Flexibility May be Required
Classification:	Exempt: Salaried
Provides Supervision To:	NA

SUMMARY OF PRIMARY JOB FUNCTIONS

The Speech and Language Pathologist (SLP) is a professional working in The Arc of Shelby County's Early Intervention program, providing community-based instruction and coaching to families and infants and toddlers with developmental delays. The SLP regularly communicates with other EI team members in order to provide coordinated services to families and children.

A. Responsibilities – Essential Functions

1. Evaluate and assess children referred to or receiving services through Early Intervention for communicative delays or disorders or other developmental skill deficits.
2. Provide written evaluation results, progress notes and other reports as required.
3. Prepare and maintain quality documentation as required by The Arc of Shelby County and funding sources.
4. Provide evidence-based treatment and consultation to infants, toddlers and their parents.
5. Provide counsel and assistance in the development of family service plans.
6. Provide consultation to other individuals (team members) involved in providing services to each child.
7. Teach and collaborate with families and caregivers to increase their understanding of how to improve/facilitate development of functional communication and other developmentally appropriate skills in their children.
8. Provides strategies to parents/caregivers on ways to modify and adapt environment to achieve communication/feeding outcomes.
9. Monitor and reassess individualized programs as needed in conjunction with the early intervention service coordinator.
10. Serve as Primary Provider of services to infants and toddlers and their families as determined by the EI team.

B. Ancillary Functions

- 11. Participate in program staffing meetings and provide information relevant to services to children.
- 12. Serve on agency committees as requested by Director of Children’s Services and/or Executive Director.
- 13. Participate in full agency staff meetings.
- 14. Other duties as assigned that further the mission of the organization.
- 15. Adheres to federal and state legislation, regulation and policies that affect occupational therapy practice.
- 16. Participate in continuing education for professional development to ensure practice consistent with best practice and to meet Alabama licensure requirements.

C. Work Environment

Primarily field-based work—homes, childcare centers, and other community settings. Environment might include distractions such as television, other children present, pets, and other noises; low or over-bright lighting. Work may be stressful at times.

D. Physical Requirements

Requires ability to work around individuals with developmental disabilities duties in a variety of community settings. Work surface or parking areas may be uneven and difficult to maneuver. Must be able to lift and carry children. Regularly required to stand, walk, sit, stoop, kneel, bend or crouch. Manual dexterity sufficient to operate a computer, telephone, copier and other office equipment as necessary. Requires normal range of hearing and vision. Requires driving locally and out of town.

E. Qualifications/Education

- 1. Master’s Degree in Speech/ Language Pathology.
- 2. Certificate of Clinical competence in Speech/Language Pathology.
- 3. License from Alabama Board of Examiners in Speech and Language Pathology and Audiology.
- 4. Experience working with infants and toddlers and/or preschoolers with developmental delays.
- 5. Knowledge of child development.
- 6. Skilled in effective oral and written communication.
- 7. Computer skills, including word, database functions and spreadsheets.
- 8. Valid driver’s license and proof of acceptable automobile insurance.

F. Competencies

- 1. Ability to function as team member.
- 2. Ability to take leadership role.
- 3. Belief in family-centered service delivery.
- 4. Belief in inclusiveness.
- 5. Ability to function with a minimum of supervision.
- 6. Ability to be creative and work under pressure.

Employee Signature

Date