

## **SPEECH PATHOLOGIST**

### *Job Description*

Alaska Center for Children and Adults, Inc. (ACCA) maintains this full or part time position. The employee will provide direct services in Speech/Language Therapy, and will report directly to the ACCA Executive Director.

#### **MINIMUM QUALIFICATIONS:**

1. Graduate of an accredited master's program in Speech Pathology.  
AND
2. Individual must have a Certificate of Clinical Competence in speech or be actively working towards a Certificate of Clinical Competence by pursuing the Clinical Fellowship Year.

#### **JOB RESPONSIBILITIES:**

1. Provide Speech/Language Pathology Services with a caseload of children, their families, and adults, ensuring compliance with State, Federal, Insurance and Medicaid regulations and timelines in all aspects of services including but not limited to the following:
  - a. Conduct screening/diagnostic/therapy services, both on-site at the ACCA clinic and off-site in community locations, as the client's needs dictate.
  - b. Design therapeutic intervention plans with goals and objectives for speech therapy for each client assessed.
  - c. Provide follow-up to diagnostic and/or therapy sessions according to client's needs, including referral to other professionals and case management when appropriate.
  - d. Maintain accurate diagnostic and therapy reports in client folders.
  - e. Keep daily contact and billing logs updated.
  - f. Secure provider number and work in coordination with the Billing Specialist to generate payment through insurance providers and Medicaid for services provided.
  - g. Assist in development and facilitation of stroke group, social skills group, aphasia group, or other groups which may be offered both on-site and off site.
  - h. Participate as member of Infant Learning Program team to provide Speech/Language evaluations and therapies on as-needed basis.
2. Work as member of ACCA team to develop and implement goals, objectives and procedures of ACCA Speech Clinic.
3. Attend and participate in staff meetings, training and in-services at ACCA.
4. Participate in personnel supervision with ACCA Executive Director and clinical supervision with SLP supervisor as contracted by ACCA.
5. Participate in workshops and training sessions as needed for professional competence and development.

6. Demonstrate computer literacy to be self-sufficient in:
  - a. Basic computer software maintenance
  - b. Basic internet skills and safe internet practices
  - c. Writing, finding, saving and printing documents such as evaluation reports, correspondence and discharge summaries.
  - d. Utilization of agency e-mail system
  - e. Ensuring compliance with HIPAA electronics compliance policies.
  - f. Entering data in ILP database
  
7. Complete administrative paperwork including, but not limited to:
  - g. mileage/travel expenses;
  - h. monthly timesheets;
  - i. monthly/quarterly data regarding client contacts;
  - j. semi-annual training logs
  - k. purchase order requests.
  
8. Support program and agency community relationships by participating in community outreach activities such as submission of articles for publication in the ACCA Community Connections newsletter.
  
9. Practice professional work habits including dependability, ethical practices, ethical communication, adherence to personnel policies and procedures, effective time management, independence, teamwork and responsibility. Maintain positive working relationships with co-workers and community members.
  
10. Pursue continuing education and professional growth experiences in the field of Early Intervention and Child Development, as well as in own professional field.
  
11. Adhere to the guidelines of ACCA policies and procedures.

### **WORK ENVIRONMENT AND PHYSICAL EFFORT**

General office environment. Conditions are pleasant, clean and professional where accidents/hazards are negligible. Requires short periods of moderate lifting, pushing, or pulling. Job requires travel in employee's own insured automobile within Fairbanks North Star Borough to home and community settings.