

**NORTHPOINTE BEHAVIORAL HEALTHCARE SYSTEMS
JOB DESCRIPTION**

Job Title: Speech Therapist
Reports To: Director of Community Inclusion
FLSA Status: Exempt
Classified As: Administrative
Effective Date: 05/01/2015
Revision/Review Date:

SUMMARY:

This position assesses, diagnoses, treats and helps to prevent communication and swallowing disorders in individuals receiving services from Northpointe.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisors.

QUALIFICATIONS:

All providers must meet qualifications set in the Michigan Medicaid Provider Manual, including: must be at least 18 years of age; able to prevent transmission of communicable disease; able to communicate expressively and receptively in order to follow individual plan requirements and beneficiary-specific emergency procedures, and to report on activities performed; and in good standing with the law (i.e., not a fugitive from justice, a convicted felon who is either under jurisdiction or whose felony relates to the kind of duty to be performed, or an illegal alien). Licensed professionals must act within the scope of practice defined by their licenses.

This position will be knowledgeable and actively support: 1) culturally competent, recovery-based practices, 2) person centered planning as a shared decision making process with the individual, who defines his or her own life goals and is assisted in developing a unique path toward those goals; and 3) a trauma informed culture of safety to aid individuals in their recovery process. To support this, lived experiences with behavioral health issues is desired.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, CERTIFICATES and/or EXPERIENCE:

1. Master's Degree in Speech-Language Pathology
2. Michigan Licensure as a Speech-Language Pathologist.
3. Must meet the state qualifications of a QIDP or QMHP.
4. Must have a valid driver's license.

LANGUAGE SKILLS:

1. Ability to communicate with individuals receiving services from Northpointe.
2. Ability to read and interpret documents and manuals.
3. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
4. Ability to write routine correspondence and reports.
5. Ability to effectively present information to top management, public groups and/or boards of directors.

MATHEMATICAL SKILLS:

1. Basic math skills.

REASONING ABILITY:

- 1. Ability to define problems, collect data, establish facts and draw valid conclusions.
- 2. Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form.
- 3. Ability to resolve problems in routine situations.

OTHER SKILLS AND ABILITIES:

- 1. Must be of good moral character, emotionally stable, and pass a background check per Northpointe’s policies and procedures.
- 2. Basic knowledge of computer navigation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. The employee is regularly required to talk or hear.
- 2. The employee frequently is required to sit.
- 3. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- 4. The employee must occasionally lift and/or move up to 10 pounds.
- 5. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- 6. The employee must be free of tuberculosis.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 1. The employee occasionally works in outside weather conditions; while making community based contacts such as home visits, work site visits, visits to other agencies.
- 2. The noise level in the work environment is usually moderate.

CONFIDENTIALITY:

The effectiveness of NBHS and its services is dependent upon confidential relationships with people. It is the policy of NBHS that all service recipient related information shall be kept confidential according to Section 748 of Act No. 258 of the Privacy Acts of 1974. Employees shall not divulge information about other staff, service recipients or information contained in agency files, emails and records except to other employees who may need such information in connection with their duties.

REQUIRED TRAININGS:

The following Northpointe trainings are required for this position:

- 1. Children’s Training 24 hours of training required annually.
- 2. Corporate Compliance & Ethics Required within 3 months of hire. Annual reviews are required.
- 3. Customer Service I Required within 3 months of hire. Reviews as necessary.
- 4. Diversity Required within 3 months of hire. Annual reviews are required.
- 5. Driver Safety Required before driving an agency vehicle. Reviews as necessary.
- 6. Drug Free Workplace Required within 3 months of hire. Reviews as necessary.
- 7. Harassment Required within 3 months of hire. Reviews as necessary.
- 8. HIPAA Required within 3 months of hire. Annual reviews are required.
- 9. Infection Control Required prior to initial assignments to tasks where occupational exposure may occur. Annual reviews are required.
- 10. Nonviolent Intervention Required within 3 months of hire. Annual reviews are required.
- 11. NorthCare Network Org. & Comp. Required within 3 months of hire. Reviews as necessary.
- 12. NP Health Navigation Required within 3 months of hire. Reviews as necessary.
- 13. Person Centered Planning/LEP Required within 3 months of hire. Annual reviews are required.
- 14. Recipient Rights Required within 3 months of hire. Annual reviews are required.

15. Safety

Required within 3 months of hire. Annual reviews are required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administers diagnostic tests to determine the nature and extent of speech disorders; provides individual and group speech therapy services.

Prepares reports and summaries on diagnosis, prognosis, progress and recommendations for assigned individuals. Documents services provided in a timely manner.

Confers with staff, parents/guardians and/or other community agency staff regarding progress and treatment; trains others in therapeutic procedures and methods related to speech therapy.

Functions as a member of the interdisciplinary team, collaborating with other team members to develop and modify individual service plans, when speech therapy has been identified as medically necessary for individual treatment needs.

Provide public education and information as needed.

Provides consultation to Northpointe contracted residential and skill-building programs.

COMPETENCIES:

1. Demonstrates knowledge of the principles and practices of speech correction.
2. Demonstrates strong team skills and the ability to work effectively as part of a treatment team.
3. Demonstrates an understanding of intellectual/developmental disabilities, mental illness and serious emotional disorders and evidence-based practices.
4. Demonstrates the ability to prioritize multiple tasks, meet required time frames and document activities in accordance with policies and procedures.
5. Demonstrates effective oral and written communication skills, be able to present information to a variety of professionals and the general public.
6. Demonstrates proficiency in software necessary to perform job functions.
7. Demonstrates adherence to NBHS policies and procedures on confidentiality and individual rights.

JOB DESCRIPTION ACKNOWLEDGEMENT:

I have received and reviewed this job description for Northpointe Behavioral Healthcare Systems. I fully understand my obligations and responsibilities as outlined herein.

Employee Signature

Date