

## Job Description

<b>Job Title:</b>	Speech Language Pathology Assistant
<b>Salary Range:</b>	Min. \$42,000/yr.      Mid. \$46,000/yr.
<b>Department:</b>	Clinical Services Manager
<b>Reports to:</b>	Speech Coordinator

**Job Description and Duties:** The SLP-Assistant will be responsible for providing speech pathology with adults with intellectual and developmental disabilities under the supervision of the managing SLP. The SLP-Assistant will provide treatment of speech and language in individual and group settings, as well as document and sign all paperwork required for billing under the supervision of the managing SLP.

The SLP-Assistant will be required to maintain all session documentation and present to the managing SLP for provider or private pay.

### Essential Functions:

- Provides treatment, and implementation of speech therapy services, as outlined by the supervising SLP
- Communicates the clients' speech therapy program to the family and/or guardian and participates in family meetings, with the support of the supervising SLP, as needed.
- Submits accurately written documentation, including daily/weekly/quarterly notes for billing purposes, in a timely manner.
- Properly and accurately documents/charts observations and other data for client records.
- Maintains professional certification/licensure as required.
- Willingly collaborates, shares knowledge, and provides feedback to other professionals and program staff.
- Preserves and protects client confidentiality in all situations and with all documentation and maintains professional boundaries.
- Performs related duties and responsibilities as required.

### Nonessential Functions:

This position may require assisting with clients' behavior and working with the program staff to understand the proper techniques/tools to allow for the client to be successful in classroom and community environments.

### Competencies (Knowledge, skills and abilities):

1. Experience working with adults with special needs a plus.
2. Able to communicate effectively both verbally and in writing (sign language a plus).
3. Experience and interest in using variety of Augmentative and Alternative Communication devices a plus.

**Minimum qualifications:****Education:**

- Bachelor's Degree in Speech Language Pathology or related field

**Experience:**

- At least 1 year of experience preferred

**Specialized Knowledge, Licenses, etc.:**

- Must have current State of Texas SLP-A License
- Must have current Texas Liability Insurance
- Must be able to clear a background check with no related offenses jeopardizing the integrity of our program.
- Current driver's license, acceptable driving record and valid car insurance required.

**Success factors:**

Personal qualities of integrity, responsibility, creativity, and credibility, with a commitment to and a passion for My Possibilities' mission.

**Supervisory responsibilities:**

None

**Working conditions:**

My Possibilities has moved to a campus model. Therapy is typically delivered in offices or in the classroom setting, with frequent opportunities for community-based therapy as appropriate. Must be able to utilize regular office equipment such as computer, phone, fax, scanner, copier, etc. to accomplish job requirements.