

**Pinecrest-Queensway Community Health Centre**

**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	<b>COMMUNICATIVE DISORDERS ASSISTANT</b>
<b>PROGRAM:</b>	First Words
<b>REPORTS TO:</b>	Specialized Preschool Programs Manager

**Job Summary**

To provide supervised support for the Speech-Language Pathology service, in accordance with professional standards and guidelines as well as coordinate, develop and facilitate community-based parent education to raise awareness and promote early identification.

**Responsibilities**

Provided that the training, supervision, documentation and planning are appropriate, the following tasks may be designated by the supervising Speech Language Pathologist:

- Provide direct treatment assistance to clients identified by the supervising speech-language pathologist.
- Follow documented treatment plans or protocols developed by the supervising speech-language pathologist.
- Collect and document data on client progress toward meeting established objectives as stated in the treatment plan, and report this information to the supervising speech-language pathologist.
- Assist the speech-language pathologist during assessment of clients, as needed.
- Conduct speech-language screenings (without interpretation) following specified screening protocols developed by the supervising speech-language pathologist.
- Assist with informal documentation, prepare materials and assist with other clerical duties as required.
- Maintain inventory of therapy materials.
- Participate with the speech-language pathologist in research projects, in-service training, and public relations programs.
- Develop and facilitate community-based parent education to raise awareness and promote early identification.
- Participate in program CQI, evaluation, and team functions as required.
- Perform other duties, as assigned, in accordance with professional standards and guidelines.

**Common Responsibilities**

- Working in a manner that preserves confidentiality and seeks to minimize risk in keeping with Privacy and Confidentiality Policies and Procedures.
- Working in a manner that incorporates health promotion and recognizes the determinants of health.
- Incorporating and strengthening collaborative and interdisciplinary teamwork.
- Respecting and valuing the diversity of communities and individuals.
- Contributing to the Centre's activities to collect, analyse and report on data and relevant information, and participate in research.
- Maintaining competence, and where applicable, a professional licence to practice.
- Supporting the Centre's student and volunteer placement programs.
- Promoting awareness of and participation in Centre activities.
- Contributing to the Centre's work by participating in meetings and committees.

*Communicative Disorders Assistant (cont'd.)...*

- Working during both regular and extended hours of operation in locations identified by the Centre.
- Contributing to the Centre's practices of hiring, orienting and training of staff.
- Contributing to the Centre's efforts to secure and maximize resources for current and new programs, services and activities.
- Participating in the Centre's efforts to enhance its capacity through staff development.
- Working in a manner that supports the Centre's Occupational Health and Safety policies and procedures.

**Qualifications**

- Communicative Disorders Assistant diploma or post-secondary education and a minimum of 2 years experience in a preschool setting.
- 2-3 years experience in working with a preschool population and their families.
- Demonstrated skills in behavior management and group dynamics within treatment programs.
- Knowledge of parents' role in speech and language development.
- Excellent communication and interpersonal skills, sensitivity to people of different cultural and socio-economic backgrounds.
- Ability to work independently, as well as in a team environment.
- Computer literacy

*Revised: December 2011*

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Employee Signature