



Provincial Job Description

TITLE:
**(131) Speech & Language Pathologist
Assistant**

PAY BAND:
12

FOR FACILITY USE:

SUMMARY OF DUTIES:

Assists with and provides speech-language/audiology support. Constructs, programs and implements augmentative/alternative communication systems.

QUALIFICATIONS:

- ◆ Speech-Language Pathologist Assistant diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work with special needs clients
- ◆ Ability to work independently and as part of a team
- ◆ Valid driver's license, where required by the job

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Speech Language Therapy / Specialized Technology

- ◆ Provides and assists with speech-language screenings.
- ◆ Assists with and provides direct speech-language treatment to clients in an individual and/or group therapy session(s).
- ◆ Monitors, identifies, and communicates all interventional procedures and/or changes in client status to attending Speech Language Pathologist.
- ◆ Plans and prepares clinical therapy materials.
- ◆ Participates in multi-disciplinary meetings and client conferences.
- ◆ Documents client activities/progress and records statistical information.
- ◆ Programs and implements specialized assistive technology applications for non-verbal clients.
- ◆ Constructs and/or programs augmentative communication systems for non-verbal clients (e.g., low-tech and high-tech).
- ◆ Assists in instruction regarding use of augmentative communicative systems/specialized computer programs to clients, families, caregivers, and staff members.
- ◆ Provides instructions/reinforcement to parents, family members and support workers regarding therapy strategies.

B. Audiology

- ◆ Assists Audiologist with hearing assessment.
- ◆ Assists with hearing aid or sound system maintenance (e.g., cleans, replaces batteries).

C. Related Key Work Activities

- ◆ Assists in maintenance and cleaning of equipment, therapy materials and supplies.
- ◆ Coordinates Cleft Lip and Palate Clinics appointments (e.g., Orthodontist, Audiologist, Plastic Surgeon, Social Services).
- ◆ Assists with coordination and presentation of informational clinics for clients/families/ community groups.
- ◆ Prepares information for clients/families (e.g., newsletters, home program packages).
- ◆ Provides suggestions and support to families.
- ◆ Provides occasional guidance to the primary function of others, including training.
- ◆ Transcribes speech-language reports (e.g., cleft lip and palate, feeding, fluency).
- ◆ Transcribes, scores, and interprets audiotaped test of intelligibility.
- ◆ Orders/distributes supplies/therapy materials.
- ◆ Maintains inventory of therapy supplies, programs, materials, and equipment.
- ◆ Distributes mail.
- ◆ Maintains and troubleshoots client database and computer programs, as required.
- ◆ May assist with scheduling clients.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: October, 2011