

Job Class Profile: Speech Language Pathologist Assistant**Pay Level: CG-26 Point Band: 490-533**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	3	3	2	2	3	1	3	
Points	187	67	19	14	60	43	62	21	32	505

JOB SUMMARY

The Speech Language Pathologist Assistant is responsible for assisting with the development and implementation of speech language pathology services under the clinical direction of a Speech Language Pathologist by providing treatment assistance and administrative work for the department.

Key and Periodic Activities

- Provides direct treatment assistance to clients by following documented treatment plans and protocols as developed and identified by the supervising Speech Language Pathologist (SLP).
- Conducts speech language screenings; follows specified screening protocols; and forwards test results for interpretation.
- Assists in the assessment of clients.
- Collects and documents data on client's progress and reports data to the supervising SLP.
- Creates and produces therapy materials for caseload, as well as for requests by the SLP.
- Assists with informal documentation, material preparation, and other administrative duties as required.
- Maintains an inventory of therapy materials.
- Assists in research projects, in-service training, and public relations programs.
- Participates in program quality initiatives, evaluation, staff meetings, and team functions.
- Records and maintains workload and other statistical data.

SKILL**Knowledge****General and Specific Knowledge:**

- Speech language pathology technical procedures and techniques
- Speech conditions and their interrelationships
- Administrative procedures
- Equipment and technology
- Communication disorders
- Anatomy and physiology of speech and hearing mechanisms

Formal Education and/or Certification(s):

- Minimum: 2 year Speech Language Pathology Diploma

Years of Experience:

- Minimum: 1 – 2 years

Competencies:

- Speech Language Pathology techniques
- Communication skills
- Computer skills

Interpersonal Skills

- A range of interpersonal skills are used including listening to information and asking clients questions regarding their pertinent medical history; providing routine information and instruction regarding the treatment or test being performed; providing care, comfort or nurturing to clients (some of whom are children) and who may be nervous; instructing, coaching, or teaching clients during testing in order to gain their cooperation and to complete the testing/treatment and there may be interaction with upset or angry people.
- Communications occur with clients, Speech Language Pathologist, other employees within the immediate work area and department and other departments, and supervisor/manager.

EFFORT

Physical Effort

- The demands of the job do not result in considerable fatigue, requiring periods of rest.
- Regularly lifts objects, less than 10 lbs. (i.e. charts, therapy material), and occasionally lifts children and/or objects between 25 – 50 lbs. (i.e. equipment, supplies, materials), and pushes and pulls clients over 50 lbs. who are in wheelchairs requiring strength and endurance, or assist them to the examining table.
- Regularly sits and is often required to bend in awkward or cramped positions when performing therapy (i.e. breathing exercises). There is a regular requirement to walk to patients' rooms to perform screenings or assist the Speech Language Pathologist.
- Regularly uses fine finger precision work when performing therapy (i.e. tongue depressor), or working on the computer. There is also a regular requirement to use hand tools (i.e. games and toys) in the assessment process with accuracy and control. Gross motor skills are occasionally required to move or set up therapy material.

Concentration

- When conducting speech language screenings or delivering treatment plans, there is a constant requirement for **visual concentration** to observe and give feedback on patients facial expressions, movements, body language, lip movement, etc. **Visual concentration** is also used to prepare a wide variety of written materials (i.e. charts, records, graphs, workload activities, correspondence, memos, etc.).
- **Auditory concentration** is regularly required when conducting screenings to listen to patient answers and when assisting with assessments to hear and document information.
- **Other sensory demands, such as touch**, are occasionally required during treatment to demonstrate a specific activity (i.e. movement of lips). **Touch** is also required to perform checks and maintenance on equipment.
- **A high level of alertness and concentration** is required when conducting screenings, in order to receive accurate results and to observe patients, some of who may require extra vigilance

<p>and attentiveness due to their medical condition, or because they are children.</p> <ul style="list-style-type: none"> — Does not have control over the work pace when external factors delay the screening/assessment process (i.e. clients are late, testing takes longer on some clients, etc.). There are time pressures and deadlines to adhere to the scheduled time frames for appointments and this often causes pressure when an assessment is being performed on clients who require a greater amount of time (i.e. complicated medical condition or elderly patients). — Exact results and precision are required when screening patients, to determine accurate results and when checking equipment to ensure it is working properly.
<p>Complexity</p>
<ul style="list-style-type: none"> — Performs a series of tasks and activities that are similar/related in terms of the skills and knowledge used and where the tasks are usually well defined. — Tasks are typically repetitive/well defined and related to assisting with the development and implementation of speech language pathology services by providing treatment assistance and administrative support. — Challenges or problems are typically simple with obvious solutions and are well-defined for which a limited number of solutions exist, and that can be normally be resolved by following guidelines, procedures, or resolved in a team setting. — A typical problem involves conducting screenings for clients of various ages, varying degrees of mental and physical abilities, capabilities, level of cooperation, and then adjusting for those differences. — Complexities are typically resolved by referring to policies and procedures, organizational guidelines or through discussion with the Speech Language Pathologist or the manager.

RESPONSIBILITY

<p>Accountability and Decision-Making</p>
<ul style="list-style-type: none"> — Work is closely monitored and tasks are reviewed by the Speech Language Pathologist. — Independent decisions are made with regards to the specific work (i.e. conducting speech language screenings, maintaining files and records); however, decisions can also be made with regards to maintaining and purchasing routine supplies. — Requires approval for decisions regarding scheduling of patient appointments, changes to treatment plans performed by the assistant, and giving confidential information. — Within predetermined limits and procedures, conducts speech language screenings and follows documented treatment plans as set out by the Speech Language Pathologist. — May exercise discretion and judgment to continue screening of a client who is having difficulty. — Provides information and gives instruction to clients who are having speech language screenings; collects and documents data on client's progress during treatment plan, and reports information to the Speech Language Pathologist.
<p>Impact</p>
<ul style="list-style-type: none"> — Tasks and activities have an impact on clients, the immediate work area, within and outside the department. In addition, there are impacts on equipment and supplies when clients are being screened/assessed, facilities and human resources, and finances if unnecessary testing is

- performed. Other impacts could be on information, and the health and safety of the clients.
- Work could either negatively or positively impact the quality of care provided to clients depending upon if the screening tests are performed accurately and documentation is correctly maintained.
 - The results of the job tasks impact clients should they have unnecessary screenings or there are delays in assessments. Other results impacted include equipment and supplies used; the Speech Language Pathologist's time spent assessing clients with incorrect information, and other departments who provide services to Speech Language Pathology.
 - A typical error that can occur is performing inaccurate speech language screenings, or not following the treatment plan as documented.
 - In the event of a mistake or error, the consequences are mitigated, as the work tasks and activities are highly monitored or controlled for accuracy, as the Speech Language Pathologist evaluates and directs the work.
 - Problems are typically resolved within hours of identification.

Development and Leadership of Others

- Not responsible for the supervision of staff.
- Occasionally, may provide advice and guidance to students or a new employee.
- Does not provide a team or project leader role.

WORKING CONDITIONS

Environmental Working Conditions

- Occasionally may have to use special precautions such as the wearing of gloves when performing screening and assisting with assessments.
- There is a limited likelihood of receiving minor injuries or illness or receiving a partial/full disability.
- Regularly, when performing clinic activities, exposed to unusual/distracting noises, bodily fluids, odours, and infectious diseases. Occasionally, exposed to glare from the computer screen, physical danger/threats, and are exposed to awkward/confining spaces when performing screenings and assisting with assessments.