



**Swan Hill**  
District Health  
Connected Care. Best Experience.



*Inclusive*

*Compassionate*

*Progressive*

*Accountable*

## Speech Pathologist

Up to Full Time – negotiable to suit your needs!!

Grade 1 or 2

Mixed ongoing and maternity leave

We have two exciting opportunities awaiting new graduate or experienced Speech Pathologists to join our professional and committed team in the Speech Pathology Department at Swan Hill District Health. Relevant qualifications are required.

As a rural generalist speech pathologist, you will be responsible for providing speech pathology assessment and management to adult and paediatric clients with communication and/or swallowing disorders across our integrated health service. The successful applicant will have the opportunity to work across both inpatient, aged care, community health, community rehab and specialist clinics.

Our paediatric service is available to children from 0-6 (prior to school entry) offering assessment and intervention for feeding, speech, language, and fluency.

Our adult services offer great variety from assessing stroke patients in ED, working with progressive neurological conditions at community rehab, through to supporting consumers during the palliative stages with communication and swallowing.

You will work collaboratively with other health professionals whilst also participating in community education. There is capacity for you to lead quality improvement initiatives as we work towards providing a progressive practice. The Speech Pathology department provides professional development, mentoring/supervision programs and opportunities to extend clinical skills via internal and external training.

The Speech Pathology Department is supported by Allied Health Reception, and an expanding Community Care Division; including Health Promotion, Counselling, Dental, Community Rehabilitation, Aboriginal Hospital Liaison and Allied Health Departments.

New graduates successful in employment with Swan Hill District Health will be eligible for the Victorian Government \$15,000 Student Grant Program. For further details, see

<https://www.vic.gov.au/funding-guidelines-speech-pathology-and-occupational-therapy-student-grant-program>

**About us:** Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at,



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District Health**  
Connected Care. Best Experience.



**Inclusive**

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**Accountable**

Swan Hill District Health, is to provide clear, connected care, best experience for our community

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Inclusive of a perfect work/life balance, SHDH also provides:

- A dynamic workplace
- Discounted Corporate gym memberships
- Free onsite car parking
- Professional Development opportunities
- Salary Sacrifice/Packaging
- Employee Assistance Program

**For More information on how to apply and** a full position description, please visit: <https://www.shdh.org.au/employment/>

**Enquiries** about this role should be directed to Amy Marshman, Speech Pathology Manager.  
Ph: (03) 5033 9390

Email: [amarshman@shdh.org.au](mailto:amarshman@shdh.org.au)

**Applications** and queries relating to this process can be directed to [employment@shdh.org.au](mailto:employment@shdh.org.au)

**Applications** can be completed online at <https://www.shdh.org.au/employment/vacancies/> or emailed to [employment@shdh.org.au](mailto:employment@shdh.org.au). Complete application will include:

- Complete Application for Employment form
- Cover letter & Resume CV and
- Response to the key selection criteria

Applications will only be accepted from candidates with valid Australian working rights.

**Closing date: 25<sup>th</sup> November 2024**

***Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.***



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| <b>Position:</b>         | Speech Pathologist   |
| <b>Classification:</b>   | Speech Pathologist – Grade 1   |
| <b>Department:</b>       | Speech Pathology   |
| <b>Reports to:</b>       | Speech Pathology Manager – Speech Pathology Department   |
| <b>Position Summary:</b> | To provide a speech pathology service to clients of Swan Hill District Health (SHDH) across the service areas including acute, community outpatients, subacute, residential aged care and outreach services. The role focuses on providing appropriate services, in the right setting and promoting health and well-being for all clients.   |
| <b>Responsibilities:</b> | <p>Provide evidenced based Speech Pathology assessment, treatment and management to clients accessing services through SHDH, throughout the continuum of care.</p> <p>Communicate client information effectively and proactively with other team members, with active contribution to multidisciplinary team meetings.</p> <p>Complete client goal setting (Goal Directed Care Plans) in consultation with patient/family/carers as appropriate.</p> <p>Facilitate groups and empower clients with complex needs to manage their conditions within self-management practice to improve health and quality of life.</p> <p>Evaluate treatment and service provision, making use of objective measures where possible.</p> <p>Complete multidisciplinary assessments and treatments with other clinicians as required.</p> <p>Ensure effective clinical handover, including appropriate referrals and recommendations for further treatment.</p> <p>Attend and contribute to departmental meetings and other meetings (internal and external) as required.</p> <p>Provide positive input with regard to resource planning (team and equipment).</p> <p>Display adaptability and flexibility to meet the changing operational needs of SHDH.</p> <p>Display a willingness to develop skills and seek to improve performance through regular supervision with senior speech pathology staff.</p> <p>Contribute to and support service initiatives aligned to Community Care including quality improvement and accreditation requirements.</p> <p>Support the Speech Pathology Manager in undertaking processes to ensure service targets are met including the collection of all clinical and non-clinical</p> |

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|  | <p>activity statistics.</p> <p>Work with the Speech Pathology Manager to continually improve access, clinical care, service coordination and efficiency.</p> <p>Contribute to the teaching and training programs of work experience, allied health, nursing and other professional disciplines within SHDH.</p> <p>Adhere to the SHDH Code of Conduct, Speech Pathology Australia Code of Ethics and relevant Speech Pathology department policies and procedures, consistent with current accepted standards of practice.</p>   |
| <b>Key Selection Criteria:</b>         | <p><b>Qualification/Credentialing requirements</b></p> <ul style="list-style-type: none"> <li>• Bachelor in Speech Pathology</li> <li>• National Police Check</li> <li>• Working with Children's Check</li> <li>• NDIS Worker Screening Check</li> </ul> <p><b>Essential Key Selection Criteria</b></p> <ul style="list-style-type: none"> <li>• Membership of Speech Pathology Australia including Certified Practising Speech Pathologist (CPSP) status (full or provisional).</li> <li>• Ability to provide Speech Pathology services in a variety of clinical settings.</li> <li>• Excellent organisation, planning and problem solving skills.</li> <li>• Highly developed interpersonal and communication skills.</li> <li>• Ability to work collaboratively with clients, families and inter-professional teams.</li> <li>• Commitment to evidence based practice.</li> <li>• A strong person-centre approach to clinical practice.</li> <li>• Victorian Driver's Licence.</li> <li>• Current National Police Check.</li> <li>• NDIS Worker Screening Check.</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunisation for all vaccine preventable illnesses.</li> </ul> <p>Must be able to obtain a Medicare Provider number for SHDH site/s as required and commit to the contracted 100 % donation model of MBS revenue to SHDH.</p> |
| <b>Salary/Award:</b>                   | Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2021-2026</i> .   |
| <b>Infection Control:</b>              | <ul style="list-style-type: none"> <li>• Each staff member has a responsibility to minimise exposure to incidents of infection/cross infection of residents, staff, visitors and the general public.</li> <li>• The risk minimisation strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.</li> </ul>   |
| <b>Continuous Quality Improvement:</b> | <ul style="list-style-type: none"> <li>• Each staff member is expected to demonstrate a commitment to best practice.</li> <li>• All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care.</li> <li>• All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards.</li> </ul>  |

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|                                     | <ul style="list-style-type: none"> <li>It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies &amp; Protocols.</li> <li></li> </ul>  |
| <b>Person Centered Care:</b>        | <p>The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care.</p> <p>We recognise diversity is part of every person &amp; as such providers of health care must be actively involved in developing models of care that are person centered.</p>  |
| <b>Child Safety:</b>                | <p>All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them.</p> <p>SHDH have zero tolerance to child abuse.</p> <p>Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.</p>  |
| <b>Our Purpose:</b>                 | <p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>  |
| <b>Privacy and Confidentiality:</b> | <p>SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>   |
| <b>Mandatory Training:</b>          | <p>All employees must be aware of and complete designated mandatory training within the required time frame.</p>  |
| <b>Safety:</b>                      | <p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>Take reasonable care for their safety and the safety of others while at work.</li> <li>Report accidents, incidents and potential hazards as soon as reasonably practicable to their supervisor and record on VHIMS reporting system.</li> <li>Advise their supervisor if they have an injury or illness that may affect their ability to perform the inherent requirements of their position.</li> <li>Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>Complete all Mandatory training requirements as identified and directed.</li> <li>Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul> |
| <b>Asset Management:</b>            | <p>Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.</p>  |

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| <b>Review:</b>                  | Completion of My Work Plan on a yearly basis. |
| <b>Previous Revision dates:</b> | Oct 18, Jan 20                                |
| <b>Current:</b>                 | Dec 22  |
| <b>Managers Name:</b>           |   |
| <b>Managers Signature:</b>      |   |
| <b>Employees Name:</b>          |   |
| <b>Employees Signature:</b>     |   |



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| <b>Position:</b>         | Speech Pathologist   |
| <b>Classification:</b>   | Grade 2  |
| <b>Department:</b>       | Speech Pathology   |
| <b>Reports to:</b>       | Speech Pathology Manager   |
| <b>Position Summary:</b> | <p>To provide a speech pathology service to clients of Swan Hill District Health across the service areas including inpatients, outpatients, community health, home and community care (HACC), subacute, residential aged care and outreach services.</p> <p>This position has specialist responsibility for providing Speech Pathology services to some clients with NDIS service agreements.</p> <p>The role focuses on providing appropriate services, in the right setting and promoting health and well-being for all clients.</p>  |
| <b>Responsibilities:</b> | <p>Provide evidenced based Speech Pathology assessment, treatment and management of clients accessing services through Swan Hill District Health, throughout the continuum of care.</p> <p>Provide early intervention services to clients with NDIS service agreements, within caseload demands.</p> <p>Provide leadership and undertake additional responsibilities and duties as delegated by the Speech Pathology Manager potentially representing the Speech Pathology Manager as required.</p> <p>Provide appropriate, timely and effective clinical management to all patients through assessment, treatment and management (including informational counselling to patients and caregivers), re-evaluation, documentation, team liaison and discharge planning.</p> <p>Provide clinical leadership within a service delivery area.</p> <p>Communicate client issues effectively with other team members, with active contribution to multidisciplinary team meetings.</p> <p>Complete client goal setting (Goal Directed Care Plans) in consultation with patient/family/carers as appropriate.</p> <p>Facilitate groups and empower clients with complex needs to manage their conditions within self-management practice to improve health and quality of life.</p> <p>Evaluate treatment and service provision, making use of objective measures where possible.</p> <p>Complete multidisciplinary/joint assessments and treatments with other clinicians as required.</p> |

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|                                | <p>Ensure effective clinical handover including appropriate referrals and recommendations for further treatment.</p> <p>Attend and contribute to departmental meetings and other meetings (internal and external) as required.</p> <p>Provide positive input with regard to resource planning (team and equipment)</p> <p>Display adaptability and flexibility to meet the changing operational needs of Swan Hill District Health.</p> <p>Display a willingness to develop skills and seek to improve performance through regular supervision with senior speech pathology staff.</p> <p>Contribute to and support service initiatives aligned to Community Care including quality improvement and accreditation requirements.</p> <p>Support the Speech Pathologist Manager in undertaking processes to ensure service targets are met, including the collection of all clinical and non-clinical activity statistics.</p> <p>Work with the Speech Pathology Manager to continually improve access, clinical care, service coordination and efficiency.</p> <p>Contribute to the teaching and training programs of work experience, allied health, nursing and other professional disciplines within Swan Hill District Health.</p> <p>Provide clinical supervision for Grade 1 Speech Pathologists.</p> <p>Provide supervision for undergraduate speech pathology students.</p> <p>Adhere to the Swan Hill District Health Code of Conduct, Speech Pathology Australia Code of Ethics and relevant Speech Pathology department policies and procedures, consistent with current accepted standards of practice.</p> |
| <b>Key Selection Criteria:</b> | <p><b>Qualification/Credentialing requirements</b></p> <ul style="list-style-type: none"> <li>• Bachelor in Speech Pathology or Equivalent</li> <li>• Current National Police Check</li> <li>• Working with Children's Check</li> <li>• NDIS Worker Screening Check</li> </ul> <p><b>Essential Key Selection Criteria</b></p> <ul style="list-style-type: none"> <li>• Membership of Speech Pathology Australia</li> <li>• Demonstrated ability to provide Speech Pathology services to a general client caseload in a variety of settings</li> <li>• Demonstrated ability to provide leadership and quality improvement in a specified area of Speech Pathology service</li> <li>• General awareness and understanding of the public health system, funding streams and wider influences on clinical service provision.</li> <li>• Highly developed organisation, planning and problem solving skills</li> <li>• Highly developed interpersonal skills that incorporate the qualities of excellent communication and leadership in negotiation and conflict resolution</li> <li>• Demonstrated ability to work both independently and within a multidisciplinary team</li> <li>• Demonstrated interest in further professional development and continuing</li> </ul>  |



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|  | <p>education</p> <ul style="list-style-type: none"> <li>• Victorian Driver's Licence</li> <li>• NDIS Worker Screening Check</li> <li>• Must be able to obtain a Medicare Provider Number for SHDH sites, as required, and commit to the contracted 100 % donation model of MBS revenue to SHDH</li> <li>• Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses.</li> </ul>              |
| <b>Salary/Award:</b>                   | Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) <i>Single Interest Enterprise Agreement 2021-2026</i> .  |
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| <b>Our Purpose:</b>                    | <p><b>Connected Care / Best Experience</b></p> <p>SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.</p>  |
| <b>Privacy and Confidentiality:</b>    | SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the   |

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|                                 | <p>Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection.</p> <p>Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.</p>   |
| <b>Mandatory Training:</b>      | All employees must be aware of and complete designated mandatory training within the required time frame.   |
| <b>Safety:</b>                  | <p><b>RESPONSIBILITIES: It is the responsibility of every staff member to:</b></p> <ul style="list-style-type: none"> <li>• Take reasonable care for your safety and the safety of others while at work.</li> <li>• Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system.</li> <li>• Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position.</li> <li>• Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual.</li> <li>• Complete all Mandatory training requirements as identified and directed.</li> <li>• Comply with the Occupational Health and Safety Act and all SHDH O.H. &amp; S. online Policies and Procedures.</li> </ul> |
| <b>Asset Management:</b>        | Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.   |
| <b>Review:</b>                  | Completion of My Work Plan on a yearly basis.   |
| <b>Previous Revision dates:</b> | Aug 11, Apr 14, Feb 16, May 17, Jan 20  |
| <b>Current:</b>                 | Jan 23  |
| <b>Managers Name:</b>           |   |
| <b>Managers Signature:</b>      |   |
| <b>Employees Name:</b>          |   |
| <b>Employees Signature:</b>     |   |



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

**Position Applying for**

**General Information**

**Name**

**Address**

**Contact**

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander  
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant ...../...../.....

If no, what is your current Visa Status – Visa type ..... Expiry date ...../...../.....

Place/Country of issue: ..... Issue Number: .....

Do you require sponsorship? ☐ Yes ☐ No

**Conditions of Employment**

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

**Initial employment is subject to:**

- 6 months' probationary period (with a review at 3 months.)
- Requirement to work any shift
- Requirement to work in any department as required

**Hours of Work** – ..... (Availability)

**Discipline/Misconduct**

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

## Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: \_\_\_\_\_

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

## Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

**Disclosure advice: - (to be completed by the applicant)**

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

**Signature of applicant:** \_\_\_\_\_ **Date:** ...../...../.....

**NOTE:** If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

### Enquiries:

Email address: [employment@shdh.org.au](mailto:employment@shdh.org.au)

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585