

Position Description

**Speech Language Pathologist**

Region Ten Community Services Board

Center for Child and Family Services

INFANT & TODDLER CONNECTION OF THE BLUE RIDGE

CLASSIFICATION TITLE: Speech Language Pathologist

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA exempt position. Responsible for providing professional speech language pathology and feeding services to infants & toddlers through eligibility determination, assessment, planning, goal development and provision of appropriate evidence based early intervention services.

The pediatric speech language pathologist reports to the Program Director/Local System Manger and is expected to function with initiative and independent judgment, based on application of standard and evidence based practices and with guidance from the supervisor. In carrying out position duties, he/she performs in accordance with applicable professional ethics and established Region Ten CSB policies, Infant & Toddler Connection of the Blue Ridge policies and procedures and Part C regulations.

The HIPPA access level for this position is Level Two

The essential functions of this job are starred below (\*) under "Major duties."

MAJOR DUTIES:

1. \*Participate in eligibility determination, assessments and the development of Individualized Family Service Plans (IFSP) as required.
2. \*Ensure compliance with all Part C timelines such as, but not limited to: evaluations/assessments and development of the IFSP within 45-calendar days and initiation of services within 30-calendar days.
3. \*Effectively share assessment results with parents, staff and other professionals & individuals.
4. \*Provide ongoing assessment and evidence based speech language pathology and/or feeding instruction to eligible infants and toddlers and their families.
5. \*Provide evidence based speech language pathology services and/or feeding instruction in the child's natural environment utilizing coaching.
6. \*Provide education and support to families in all developmental areas.
7. \*Collaborate with service coordinators for provision of quality services for each infant and toddler; to include participation in writing or in person at IFSP reviews.
8. \*Assist in assessment and planning for children who receive service coordination only.
9. \*Prepare for provision of early intervention services and show evidence of preparation upon request.
10. \*Provide service coordination services if needed.
11. Maintain established billable hours.
12. \*Provide documentation that is timely, measurable and accountable.
13. \*Participate in team meetings and provide consultation to others in order to support a collaborative approach to the development of each infant & toddler and to support teaming across disciplines.
14. \*Establish and maintain cooperative professional relationships, and work in partnership with families, agencies, local school divisions, child care providers and other professionals.
15. \*Attend meetings and staff development as requested by supervisor.
16. \*Develop and maintain an ongoing professional development plan individualized to build professional knowledge in accordance with Part C regulations.
17. \*Participate in supervision with local system manager to review cases and service effectiveness.
18. \*Adhere to all Region Ten CSB and Infant & Toddler Connection of the Blue Ridge policies and procedures, and Part C regulations.
19. \*Comply with all Medicaid and insurance requirements to ensure timely documentation, claiming, and maximum reimbursement.
20. \*Maintain required state licensure, Part C certifications.
21. \*Travel independently to homes & other settings in urban and rural areas.
22. \*Arrange for purchase of any supplies for speech & language services and maintain an inventory of supplies.
23. \*Perform other duties as assigned.



**SPEECH LANGUAGE PATHOLOGIST**  
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POSITION ORGANIZATION CHART

Director II  
|  
Speech Language Pathologist

GRADE: 13

SCHEDULE: Monday through Friday, 8:00 a.m. to 5:00 p.m.; evenings and weekends as needed.

Position Description Updated: June 9, 2016

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date