



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: SPEECH PATHOLOGIST DATE OPENED: DECEMBER 1, 2017

DEPARTMENT: HOME HEALTH / HEALTH DEPARTMENT CLOSING DATE: DECEMBER 14, 2017

If you have any questions about this position vacancy, call: (406) 751 - 8109

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: Non Union

FULL TIME

REGULAR
(YEAR ROUND POSITION)

IF APPLICABLE:

TRAINING WAGE: \$ _____ per _____

PART TIME

SEASONAL

STARTING WAGE: \$ 38.00 per Hour _____

SALARY AT:

TEMPORARY

____ YEAR STEP: \$ _____ per _____

____ YEAR STEP: \$ _____ per _____

____ YEAR STEP: \$ _____ per _____

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

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THIS IS A CONTRACT EMPLOYEE POSITION AND WILL BE AT .2 FTE OR 8 HOURS PER WEEK.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Speech Pathologist **Job Code:** 13490
Department: Health Department **Pay Grade:** Contract
Reports to: Health Officer/Paradigm Mngmnt **FLSA Status:** Non-Exempt Exempt

Department Overview: The Flathead City-County Health Department is a public health agency providing certain statutorily-mandated services and other contracted services to people who reside in or visit Flathead County. The divisions of the Health Department offering primary prevention services include: Environmental Health Services, Community Health Services, Health Promotion and the Flathead County Animal Shelter. The Health Department offers primary health care services through the Flathead Community Health Center, Flathead Family Planning and Flathead County Home Health. Environmental Health services offered include food safety, water quality and land use development and air quality. Community Health services offered include communicable disease prevention and control, immunization services, maternal, infant and early childhood managed care programs and the Women Infant and Children (WIC) program. Health promotion services offered include cancer screening, tobacco use prevention, injury prevention and public health preparedness. The Flathead Community Health Center is a federally qualified health center and Flathead Family Planning clinic is operated under Title X of the Public Health Service Act. The Flathead Community Health Center and Flathead Family planning provide team based patient centered medical, reproductive, dental and behavioral health care. Flathead County Home Health is a licensed home health care agency offering professional care services to homebound patients.

Job Summary: Incumbents in this position will specialize in diagnosis and treatment of speech and language problems, and engages in scientific study of human communication.

This position is directly supervised by Paradigm Management, with overarching supervision/direction by the Health Officer.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Diagnoses and evaluates speech and language skills as related to medical, social, and psychological factors.
- Plan, directs, or conducts rehabilitative treatment programs to restore communicative efficiency of individuals with communication problems of organic and non-organic etiology.
- Provides counseling, guidance and language development therapy to homebound individuals.
- Reviews individual file to obtain background information prior to evaluation to determine appropriate tests and ensure that adequate information is available.

- Administers, scores, and interprets specialized hearing and speech tests.
- Develops and implements individualized plans of assigned clients to meet individual needs, interests, and abilities.
- Instructs individuals to monitor their own speech and provides ways to practice new skills.
- Maintains patient records per Home Health protocol. Notifies Clinical Services Supervisor of any additional notations that need to be entered into the electronic medical records system including new orders.
- Acts as Care Manager if other qualifying disciplines have discharged the patients from their service. Works with Clinical Services Supervisor to keep electronic medical record assessments up to date.
- Makes referrals to other disciplines within Home Health as appropriate.
- Reviews treatment plan and assess individual performance to modify, change, or write new programs.
- Maintains patient confidentiality per Health Department and Home Health HIPAA policies including materials taken outside of the office.
- Attends meetings and conferences and participates in other activities to promote professional growth.

Non-Essential Functions:

Incumbents may be requested to perform functions relevant to the position but not listed above.

Physical Demands and Working Conditions:

- The employee is required to perform home visits with the patient, using their own vehicle for transportation. Mileage will be reimbursed per the Flathead County Travel Policy.
- The employee is constantly required to use hands to handle objects and to keyboard.
- Frequently required to sit, talk, write, listen and read.
- The employee may infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- The noise level of the building is usually moderate.

Supervision Exercised: This is a non-supervisory position.

Knowledge, Skills, and Abilities:

The job requires knowledge of:

- Speech pathology.
- Computers; electronic data processing; written and oral communications; database, spreadsheet and word processing applications.
- Thorough knowledge of electronic medical records system used by the Health Department.
- Current clinical practice standards, including universal precautions.

The job requires skills and abilities to:

- Maintain a current Montana Driver's License, good driving record, and automobile insurance coverage.
- Operate computers and office machines.
- Maintain accurate documentation and record keeping.
- Communicate effectively orally and in writing.

- Understand and disseminate information relating to the operation of the Health Center.
- Be flexible in work duties and assist where needed.
- Establish and maintain effective working relationships with management, employees, and the public.

Education and Experience:

The job requires a master's degree (M.A.) or equivalent and two to four years related experience and/or training in home health care. The job also requires that the employee maintain their Speech Language Pathologist License in the State of Montana.

Action	Date	Reference
Adopted	03/14/2017	Commissioners' Minutes