

Job Opening Announcement & Job Description



Speech Language Pathology Assistant/Family Resources Coordinator

Supervisor: Early Childhood Coordinator	Division: Student Support Services Location/Assignment: Grant, Chelan, Douglas and Okanogan Counties
Salary Range: \$37,345 - \$44,828 (salary dependent on education and experience)	Conditions of work: 8 hours/day, 260 days <i>exempt position</i>

GENERAL DESCRIPTION:

This position is a rare opportunity to join an exciting team. The regional Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of staff and students as a Speech Language Pathology Assistant/Family Resources Coordinator. The SLPA will provide services to children as designated on their Individual Family Service Plan and as specified in the treatment plans developed by the SLP. The Speech Language Pathology Assistant will also provide Family Resources Coordination to eligible children in the NCESD Early Intervention Program.

Qualifications:

Required Education and Experience:

- Current Associate's degree in SLPA program or Bachelor's degree in a speech language pathology or communication disorders program.
- Proven experience working with children ages 0-21 years of age.
- Valid Washington State Driver's License.
- Prior experience working with diverse cultures.
- Ability to function independently and as a team member.
- Ability to effectively plan and organize service delivery.
- Demonstrates a high level of competence in written (computer) and oral communications.
- Experience in basic computer skills (word processing, e-mail, data entry).
- Current First Aid/CPR/AED certification.

Preferred:

- Experience functioning as a member of a multidisciplinary team in provision of services for children 0-3 years of age.
- Bilingual (English/Spanish) preferred.

Timeline:

Position opens: April 10, 2018
 Position closes: April 25, 2018
 Screening & Interviews: As soon as possible
 Position begins: August 2018

Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

NCESD is an Equal Opportunity Employer

Responsibilities:

- Provide direct therapy services to eligible children by following the outcomes and treatment plans developed by the supervising Speech Language Pathologist.
- Assist the SLP during the assessment or evaluation of children exclusive of administration and/or interpretation.
- Participate as a member of the multidisciplinary team and/or Individual Family Service Plan Team.
- Consult with Speech Language Pathologist, teachers and other staff involved with the student regarding the child's program and any adaptations needed to facilitate improved performance in the child's natural environment.
- Maintain appropriate data on students to document current levels of performance and other pertinent information and report data to the supervising SLP.
- Assist with clerical duties, such as preparing materials and scheduling activities, as directed by the SLP.
- Advocate for families through community awareness, health literacy, education and training programs to promote full participation in their children's individual family services plan.
- Adhere to the ethical standards and codes of the profession and to the established rules, regulations and laws governing communication disorders programs. Participate in activities that assist with professional development and evidence-based practices to enhance CD and/or early intervention services.
- Perform other duties as assigned.

Family Resources Coordination

- Assists families with coordination or evaluation and assessment activities including, but not limited to, the following activities:
 - ❖ Assists families with accessing multi-disciplinary evaluation and assessment services.
 - ❖ Assists families with identifying and accessing formal and informal community and fiscal resources to meet individual child and family needs.
 - ❖ Assists families in coordinating identified services.
- Coordinates the development of the Individualized Family Service Plan (IFSP) for all eligible children and families including, but not limited to, the following activities:
 - ❖ Assists families in developing the family statement for the IFSP (family statement is voluntary for families).
 - ❖ Coordinates with agencies providing services.
 - ❖ Meets with providers and County Interagency Coordinating Councils (CICC) to identify resources, information and referral systems and collaborate with providers and County ICC's on how to access resources.
 - ❖ Coordinates and participates in the development of the IFSP from the time of referral, through the planning meeting and transition to case management.
 - ❖ Coordinates with families and appropriate agencies to: schedule the IFSP and invite participants; identify responsible agencies/individuals; develop timelines; and designate a case manager.
 - ❖ Compiles and distributes copies of the IFSP to the family and others with family permission.
 - ❖ Processes all data appropriately with the Early Support for Infants and Toddlers (ESIT) Coordinates and facilitates the six-month review and revisions to the IFSP with families. Coordinates any changes with families and providers.
- Coordinates the development transition plans as eligible children reach transition points (i.e., reaches age 3, moves from service area, transition to existing case management services) including, but not limited to, the following activities:
 - ❖ Maintains contact with families, as necessary, to assure a continuum of needed services.
 - ❖ Coordinates the development of the transition plan.
 - ❖ Assists families with transition to existing case management services.
 - ❖ Provides follow up to assure on-going provision of Early Intervention

Professional Growth and Responsibilities:

Meets or exceeds performance expectations in the following areas:

- Competence
- Quality and Quantity of work
- Attitude
- Flexibility, Innovation and Initiative
- Cooperation with Supervisor/Director and peers
- Demonstrates & Supports Agency Values
 - Supports, implements, and abides by the NCESD and partnering agencies' policies, regulations, procedures and administrative directives; demonstrates loyalty to the NCESD and other administrators.
 - Supports and follows the policies and procedures of the agencies served.
 - Submits records, reports and assignments promptly and efficiently.
 - Deals with obstacles and constraints positively.
 - Demonstrates ability to adjust to and use new approaches in the performance of her/his duties.
 - Seeks and takes advantage of opportunities for professional growth.
- Demonstrates open, clear communication; a positive, caring attitude; and the ability to work with students, staff and parents.
- Assists in upholding and enforcing school rules, administrative regulations, and board policies and procedures.
- Maintains dress and appearance appropriate to a professional office setting.
- Works cooperatively with NCESD and school district staff to coordinate services and solutions for the assigned district.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.

Physical Demands:

- Work is performed primarily in a community or home setting. Travel is required for home visits and for workshops and conferences.
- Sitting for extended periods of time may be required.
- Lifts and carries a maximum of 40 pounds.
- Adequate manual and finger dexterity, hearing, speech and vision are necessary to perform the essential functions of this position.

Application Procedure:

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below. **All completed packets must be submitted on-line.**

[Click here to apply](#)