



Career Service Authority  
Senior Speech Therapist

Page 1 of 5

### GENERAL STATEMENT OF CLASS DUTIES

Provides diagnostic and rehabilitative services in the treatment of speech, language, voice, cognitive, and swallowing disorders.

### DISTINGUISHING CHARACTERISTICS

This class is used at Denver Health Medical Center and is being maintained for promotional purposes.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

#### ***Level of Supervision Exercised:***

By position, performs lead work.

## ESSENTIAL DUTIES

Examines, tests, diagnoses, and administers remedial treatments for patients with speech, language, voice, cognitive, and swallowing disorders.

Assist with formulation of new programs.

Assist in the training of student interns, newly hired Speech Therapists, and volunteers and assists in the preparation and presentation of in-service classes/programs.

Counsels and guides patients and their families in impairment correction programs.

Confers with other staff members on diagnostic and remedial procedures and refers patients to other agencies for treatment of problems related to or underlying speech, language, cognitive, swallowing, and voice disorders.

Prepares written documentation as required by the department.

Performs lead work over new Speech Therapists, student interns, and volunteers.

Maintains established departmental policies and procedures, quality improvement, safety, and environmental and infection control standards.

Enhances professional growth and development through participation in educational programs, reviewing current literature, and attending in-service meetings and workshops.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Reading** - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Writing** - Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

**Self-Management** - Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

**Interpersonal Skills** - Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

**Oral Communication** - Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

**Problem Solving** - Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

**Planning and Evaluating** - Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

**Decision Making** - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

**Reasoning** - Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Customer Service** - Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

**Technical Competence** – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

**Conflict Management** - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Flexibility** – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with ambiguity.

**Information Management** – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

**Technology Application** – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

**Stress Tolerance** – Deals calmly and effectively with high stress situations.

**Learning** – Uses efficient learning techniques to acquire and apply new knowledge and skills and uses training, feedback, or other opportunities for self-learning and development.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Balancing: maintaining body equilibrium to prevent falling over.  
Carrying: transporting an object, usually by hand, arm, or shoulder.  
Eye/hand/foot coordination: performing work through using two or more.  
Feeling: perceiving attributes of objects by means of skin receptors.  
Fingering: picking, pinching, or otherwise working with fingers.  
Handling: seizing, holding, grasping, or otherwise working with hands.  
Hearing: perceiving the nature of sounds by the ear.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Sitting: remaining in the normal seated position.  
Standing: remaining on one's feet in an upright position.  
Talking: expressing or exchanging ideas by means of spoken words.  
Walking: moving about on foot.  
Lifting: raising or lowering an object up to 10 pounds.  
Accommodation: ability to adjust vision to bring objects into focus.  
Near acuity: ability to see clearly at 20 inches or less.

**Working Environment:**

Contact with patient under wide variety of circumstances.  
Exposed to hazardous anesthetic agents, body fluids and wastes.  
Exposed to infections and contagious disease.  
Exposed to odors in kitchen and/or patient areas.  
Exposed to patient elements.  
Exposed to risk of blood borne diseases.  
Exposed to unpleasant elements (accidents, injuries and illness).  
Occasional pressure due to multiple calls and inquiries.  
Subject to many interruptions.  
Subject to varying and unpredictable situations.

**Education Requirement:**

Master's Degree in Speech Pathology.

**Experience Requirement:**

Two years experience in speech-language-pathology.

**Licensure and/or Certification:**

Possession of a certificate of Clinical Competence in Speech Pathology from the American Speech-Language-Hearing Association at the time of appointment.

**CLASS DETAIL**

**FLSA CODE:** Exempt

**ESTABLISHED DATE:** 9/16/1995

**REVISED DATE:** 12/13/09

**REVISED BY:** Patricia Anderson

**CLASS HISTORY** 12/13/09: This class was placed in the new class specification format