



DATE ISSUED: 01/14
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Certified Speech Language Pathologist

JOB SUMMARY

Provides diagnostic and therapeutic services to patients and/or research clients in various Department of Communication Sciences and Disorders clinical settings. Responsible for evaluating and treating patients with a variety of speech/language problems, including screening potential research patients. Other duties involve record keeping and recording notes about each patient each visit. Duties may also include supervising undergraduate or graduate students in practicum experiences. Work is performed under minimal supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Department Chair

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Evaluates and treats patients/clients with a variety of speech and language problems.
- Develops goals and treatment strategies for patients/clients.
- Develops and maintains progress notes and reports on all patients/clients.
- Files appropriate paperwork for insurance or patient/client billing.
- Attends staffing/ARD meetings as needed.
- Supervises undergraduate or graduate students in practicum experiences.
- Explains research and obtains consent paperwork.
- Gives diagnostic tests to patients/clients entered into the study.
- Completes analysis for patients/clients participating in the research study.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Master's degree in Speech-Language Pathology. Certificate of Clinical Competence in Speech-Language Pathology required.

EXPERIENCE

Two years of experience as a Certified Speech-Language Pathologist working in a nursing care facility, hospital, clinic or school environment. Experience with interviewing patients or clients.

REQUIREMENT

Regular and reliable attendance at the clinical site during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to work well with people.
- Ability to be patient
- Ability to pay attention to detail.
- Ability to stay focused when working with patients.
- Ability to observe pertinent details.
- Ability to keep accurate and organized records.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to respond in emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat. This particular task involves chemical hygiene biological safety; hazardous wastes; and blood pathogens. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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 and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the

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differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.