



POSITION AVAILABLE: Wyoming Child & Family Development, Inc. is accepting applications for a Speech-Language Pathologist Assistant located in Platte/Goshen area. This position comes with excellent benefits. For application/information: www.wyomingchild.org, 307-836-2751, danielle.wondercheck@wyomingchild.org. **"This institution is an equal opportunity provider"**

JOB DESCRIPTION

TITLE OF POSITION: SPEECH/LANGUAGE PATHOLOGY ASSISTANT

SUPERVISED BY: Speech/Language Pathologist in coordination with Center Coordinator

GENERAL RESPONSIBILITY: Responsible for implementing ongoing treatment and therapy plans for eligible children through five years of age, and providing documentation of services under the direct supervision of a Speech Language Pathologist.

MINIMUM QUALIFICATIONS:

- A minimum of an Associate's degree in Speech Language Pathology Assistants Program or a Bachelor's degree in Communication Disorders.
- Must participate in ongoing training and observation requirements as defined by Wyoming Professional Licensing Board of Speech Pathology and Audiology.
- Must be able to work well with adults and birth to six-year-old children, including those from low-income families and with special needs.

ESSENTIAL FUNCTIONS:

1. Provides direct services to children in a variety of settings and weather conditions under the supervision of the speech language pathologist, in a variety of settings to children including the classroom, private childcares and preschools, and family homes.
2. Meets time lines for required program documentation such as (but not limited to) case note documentation, child outcome summary forms, assessment reports as well as any required reports related to the job, child goals, objectives, etc. and manage multiple priorities associated with the requirements of the job while maintaining an effective and efficient work schedule.
3. Works within federal and state guidelines in providing therapy services.
4. Has a working knowledge regarding the use of traditional and non-traditional methods used in providing speech/language services to young children.
5. Has sufficient knowledge of typical speech and language development.
6. Attends IEP/IFSP meetings under the direction of the SLP.
7. Assists in implementation of speech/language goals based on individual needs.
8. Accurately documents information gathered and data collected from speech/language therapy sessions.
9. Relates detailed outcomes of therapy activities with the SLP.
10. Documents progress toward a child's IFSP/IEP goals and objectives under the guidance of the SLP.
11. Carries out appropriate treatment, interventions and activities, under the guidance of the SLP, to promote attainment of goals and objectives dependent upon the needs of a child.
12. Completes and insures Medicaid referral process is carried out in timely and efficient manner.

13. Participates in preschool screening activities as designated by the Special Services Coordinator/Area Coordinator/Center Coordinator/Supervising SLP.
14. Communicate effectively with staff, children and families.
15. Recruit children and families for program enrollment in accordance with the guidelines established by the US Department of Health and Human Services, Office of Head Start, and WCFD.
16. Perform other related duties as assigned by the Board or its designee.

ALL REQUIREMENTS FOR THIS POSITION WILL MEET THE HEAD START/EARLY HEAD START PERFORMANCE STANDARDS, DFS LICENSING, NAEYC STANDARDS, WYOMING DIVISION OF DISABILITIES RULES AND REGULATIONS AND WCFD POLICIES AND PROCEDURES. ALL EMPLOYEES WILL ADHERE TO THE MISSION, VISION, AND VALUES OF WCFD.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE JOB. IN OTHER WORDS, YOU MUST MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE JOB.

STANDARD JOB REQUIREMENTS:

- Able to perform the essential functions of the position, as defined in the job description, without presenting a danger to either self or others, with or without reasonable accommodations.
- Must have an employment physical and TB risk assessment prior to work with children.
- Must have AHA CPR and First Aid Training completed within 90 days, unless otherwise specified by the supervisor.
- Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a Central Registry and criminal background check, including fingerprinting upon hire and every 5 years.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law. Driving records are reviewed annually.
- Wyoming Child and Family Development requires an initial statement of health from a licensed healthcare provider and a renewed statement every 5 years.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

1. Must be able to work with families and children birth through age 5.
2. Must possess proper stress management techniques.
3. Must possess visual acuity and stamina to read technical material for extended periods of time.
4. Be able to sit, stand, or walk for long periods of time without fatigue or discomfort.
5. Must be able to travel to site locations, meetings and trainings, both in and out of state.
6. Must be willing to drive in a variety of weather conditions.
7. Must be able to hear and process ordinary conversation and telephone conversation.
8. Must be able to communicate effectively with staff, children, families, and community.
9. Must be able to tolerate air-conditioned buildings and fluorescent lights.
10. Must be able to climb stairs, stoop, kneel, crouch and/or reach, to retrieve materials and supplies from ground level to a height of at least 5 ft.
11. Must have upper body strength to lift and carry the equivalent of 50 pounds.
12. Must be able to assist a child to safety in case of an emergency.
13. Must be able to work in a flexible daily routine and change as required.
14. Must be able to work in a variety of temperatures, including hot and cold weather.
15. Transportation staff must:
 - a. Able to tolerate possible exposure to biohazards, i.e., body fluids, etc.
 - b. Ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
 - c. Able to read gauges on dash of bus and recognize indicator of problems.
 - d. Able to tolerate possible gas and diesel fumes.
 - e. Able to tolerate dust and gravel.