



# Speech Language Pathologist HAT

## **MISSION of Dynamic Therapy Specialists:**

“To Be MORE, Do MORE, and Expect MORE from Ourselves and FOR our Clients.”

## **PURPOSE:**

“Be MORE, Do MORE and Expect MORE by making important quality of life changes in the lives of all children.”

## **VALUABLE FINAL PRODUCT OF SLP HAT:**

A fully completed plan of care resulting in an educated and satisfied client and family who have experienced important quality of life changes.

## **SUB-PRODUCTS for the SLP HAT:**

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| <ul style="list-style-type: none"> <li>● Completed well written evaluations</li> <li>● Well thought out treatment plans</li> <li>● Planned and completed sessions</li> <li>● Accurate and updated schedule on EMR</li> <li>● Accurate and well written SOAP note completed as part of every session</li> <li>● Accurate charges that are submitted on EMR in timely manner</li> <li>● Accurately inputted statistics into OMS on a timely basis</li> <li>● Well written updates completed and submitted to PCC every 3-6 months</li> <li>● Achieved short term and long-term goals</li> <li>● Well written and completed discharge summaries</li> <li>● Positive Parent Questionnaires/Surveys</li> <li>● Educated parents who schedule and arrive according to their POC</li> <li>● Managed daycare/school/off site scheduling</li> </ul> | <ul style="list-style-type: none"> <li>● Discharged patient with achieved short- and long-term goals</li> <li>● Appropriate Internal referrals</li> <li>● Friends and Family Referrals</li> <li>● Completed Peer Surveys</li> <li>● Completed Annual Self Reviews</li> <li>● Well written and submitted client success stories</li> <li>● Documented clinical skills improvement via Completed annual continuing education</li> <li>● Regularly updated Client Relationship and Rapport Documentation</li> <li>● Well written action plans for weekly statistics</li> <li>● Productive use of CSWs</li> <li>● Completed relevant competencies for current stage on leadership ladder</li> <li>● Participate in naturalistic intervention by going into schools, daycares, camps, etc.</li> </ul> |
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STATISTICS:	SUB-STATISTICS:
<ul style="list-style-type: none"> <li>● Weekly Visits Seen</li> </ul>	<ul style="list-style-type: none"> <li>● Weekly percent of arrival</li> <li>● Weekly advanced schedule</li> <li>● Discontinuations (dropouts and discharges)</li> <li>● Friends and Family Referrals</li> <li>● Internal Referrals</li> <li>● Call Back Referrals</li> <li>● Number of Positive Parent Questionnaires</li> <li>● Timeliness of short-term goals met</li> <li>● Number of client progress stories submitted</li> </ul>

### SKILLS

- Positive outlook
- Confident and outgoing
- Strong ability to start and foster relationships
- Attention to detail
- Strong ability to follow through on tasks
- Creative approach
- Strong drive to meet goals
- Effective and efficient problem solver
- Demonstrate excellent attendance
- Demonstrate excellent punctuality – arrive on time and prepared
- Flexible with the ability to adapt quickly to change
- Good organizational skills
- Proficient computer skills
- Demonstrate strong responsibility and professionalism
- Enjoy working with children and their families
- Enjoy working in a fast-paced environment with high expectations
- Demonstrate a strong desire to learn and advance skill set
- Pushes potential of self and others
- Strong ability to think outside the box and appropriately consider nontraditional approaches
- Effective communicator both with families and leadership
- Encouraging team member who boosts clinic moral and avoids potential work-place drama



**DUTIES AND RESPONSIBILITIES:**

<ul style="list-style-type: none"> <li>● Participate in any task that is in-line with the mission of DTS</li> <li>● Licensed in the state of LA and nationally certified with ASHA</li> <li>● Completed CEUs as required for state and national licensure as well as per DTS core values</li> <li>● Always maintain updated EMR system including uploading appropriate documentation.</li> <li>● Document each session as part of treatment time.</li> <li>● Educate all families regarding cancel/reschedule policy and reschedule all canceled appointments to ensure treatment plan is adequately addressed.</li> <li>● Submit and accurately track Incentive Log, PTO/Dynamic PTO and Continuing Education Requests</li> <li>● Communicate to leadership when support is wanted or needed</li> <li>● Submit payroll information in a timely manner and personally track and report any discrepancies immediately</li> <li>● Educate caregivers and regularly monitor home programming for all clients</li> <li>● Communicate No-Show to Front Desk and follow No Show Call Back Procedures</li> <li>● Manage daycare/school/off site scheduling</li> </ul>	<ul style="list-style-type: none"> <li>● Complete CSWs productively</li> <li>● Maintain required professional Liability Insurance</li> <li>● Respond to all DTS emails within 24 hours, communicate with primary caregiver including completing quarterly update meetings and providing weekly notes per session.</li> <li>● Regularly document and update client relationship and rapport information.</li> <li>● Maintain clean, sanitized, and organized workspace so that anyone can walk in and use that space if left unattended.</li> <li>● Attend all DTS meetings (weekly and quarterly) unless otherwise discussed</li> <li>● Attend DTS team building events including DTS annual retreat</li> <li>● Update and maintain all paperwork necessary for school visits, licensure, etc.</li> <li>● Input weekly statistics and engage in self-analysis including creating weekly action plans.</li> <li>● Participate in student clinician training</li> <li>● Actively participate in marketing efforts of DTS</li> <li>● Create training product (in-service, handout, etc.) for all CEUs completed</li> <li>● Participate in regular in-house training aimed at improving overall communication and leadership abilities</li> <li>● Complete all necessary competency checklists for current stage</li> <li>● Participate in naturalistic intervention by going into schools, daycares, camps, etc.</li> </ul>
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**BONUS:**

- Weekly stats hit
- Individualized monthly goals hit
- Collaborative parent satisfaction goals hit

**SUPERVISOR:**

SLP LEAD (1) –LAURA PFEFFERLE

**LEADERSHIP:**

Clinical Director- Stacy Levy