



Speech-Language Pathologist Assistant 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 OT 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 OT HAT:

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| <ul style="list-style-type: none">• Review of assessment report and plan of care with supervising SLP• Completed therapy session(s)• Notes in EMR written at the end of the session• No Show charge communicated to Front Desk/Office Manager that day• Gathered and submitted success story per year• Completed discharge summary for each child discharged• Updates completed and submitted to PCC every 3 months• Short term goals met in a timely manner• Notes sent to parents bi-weekly• Educate parents who schedule and arrive according to plan of care• 1 training per year completed outside of DTS in-services• Internal Referrals (you refer to another profession) done | <ul style="list-style-type: none">• Friends and Family Referrals• 15 minute conversation with parents per quarter• Arrive on time/early for therapy• Clean up after session/end of day• Attend DTS quarterly team meetings• Stay up to date with paperwork needed for school visits, licensure, etc.• Update EMR to reflect current schedule at all times• Patient retention (low number of drop-outs) Update numbers on OMS weekly• Supervise/Mentor students• Participate in scheduled meeting with licensed therapist/supervisor |
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DYNAMIC

— Therapy Specialists —

STATISTICS:	SUB-STATISTICS:
<ul style="list-style-type: none">● Weekly Productivity over 55%● Weekly Percent Arrival over 90%	<ul style="list-style-type: none">● Weekly percent of arrival● Weekly advanced schedule● Discontinuations (dropouts and discharges)● Friends and Family Referrals● Internal Referrals● Call Back Referrals● Number of Positive Parent Questionnaires● Timeliness of short-term goals met

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/targets
- 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
- Enjoys working with the pediatric population 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
- Able to input statistics/data
- Licensed



DYNAMIC

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DUTIES AND RESPONSIBILITIES:

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

- % Arrival
- % Productivity
- Hired student therapist bonus

SUPERVISOR:

ST LEAD (1) –Laura Pfefferle

LEADERSHIP:

Clinical Director- Stacy Levy