

SPEECH-LANGUAGE PATHOLOGIST/AUDIOLOGIST 2**Nature of Work**

Under general direction, performs professional and administrative work at the full-performance level. Supervises professional and support staff. Reviews client records to ensure quality of services plans and administers unit policy and budget. The incumbent exercises considerable latitude in the supervision of professional services. Performs related work as required.

Distinguishing Characteristics

This is supervisory work at the full-performance level. It involves supervision of professionals and other unit staff as well as administering the budget and representing the treatment unit with agency staff.

Examples of Work

- Participates in agency decision making concerning policy, budget allocation, professional travel, use of space and use of staff; represents the unit at the agency.
- Engages in research related to the unit.
- Carries a limited case load of clients; performs diagnostic and rehabilitative services; develops and carries out treatment plans.
- Keeps staff current and trains new staff in matters of policy, rules, regulations, legal matters and goals of the unit and the agency.
- Evaluates the job performance of subordinates.
- Oversees the keeping and review of clinic records.
- Consults with the consumer, agency staff, physicians, educators and other speech and hearing agencies to gather data for improving the unit.
- Analyzes the needs of the patient population in light of present and future situations.
- Formulates alternative plans for growth and development of the unit including materials, equipment, personnel positions, salary levels and schedules and intervention styles.
- Acts as a liaison with other agencies.

Knowledge, Skills and Abilities

- Knowledge of normal speech and language development, and the nature and causes of speech, language, or hearing disorders and nonpathological variations.
- Knowledge of diagnostic instruments pertinent to the field of specialization and of procedures to assess and interpret speech, language or hearing disorders.
- Knowledge of treatment styles and management procedures in the habilitation and rehabilitation of speech, language, or

hearing disorders.

Knowledge of the multifaceted needs of individuals with communicative disorders and the needs for cooperative efforts with other professionals, patients and the general public.

Knowledge of agency policies, rules, regulations, and goals.

Ability to supervise and motivate employees.

Ability to communicate effectively with a wide variety of people, both orally and in writing.

Ability to analyze and represent data numerically, graphically and in writing.

Minimum Qualifications

TRAINING: A Master's degree from an accredited four-year college or university with a major in either Speech Pathology or Audiology.

EXPERIENCE: Two years of full-time or equivalent part-time paid experience diagnosing and treating the communicatively challenged.

SPECIAL REQUIREMENT: Must have professional licensure with the West Virginia Board of Examiners for Speech-Language Pathology and Audiology.

Established: 7/16/92
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