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| **JOB DESCRIPTION AND PERSON SPECIFICATION FOR** | Speech and language therapy support worker |
| **AGENDA FOR CHANGE BAND** | 3 |
| **HOURS AND DURATION** | As specified in the job advertisement and the Contract of Employment |
| **AGENDA FOR CHANGE REFERENCE NUMBER** | 2826 |
| **DBS LEVEL** | Enhanced DBS with Both Adult’s and Children’s Barred Lists Check |
| **REPORTS TO** | Clinical Team leader |
| **ACCOUNTABLE TO** | Family service manager |
| **LOCATION** | The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements. |
| **JOB SUMMARY** | |
| .   * To work as a member of the Children's Community Speech and Language Therapy Team supporting children and young people with speech, language and communication difficulties ensuring practice based evidence is effective and meets the needs of children and their families * To work independently with children delivering intervention, individually and in groups, to support and assist therapists in working flexibly with children and their families to promote the child’s health and wellbeing | |

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| **MAIN DUTIES AND RESPONSIBILITIES:** |
| 1. To demonstrate the Trust’s values in everything you do in the work environment and live up the LPT Pledge 2. To be responsible for the use and expenditure of the Trust’s resources that you utilise 3. Delivery of Effective Healthcare within the organisation    1. To work in close liaison with therapistsand more senior Therapy Support Workers receiving delegated tasks to assist in the day-to-day activities associated with therapy clinics andchild assessment, treatment and group therapy sessions in a variety of settings, ensuring effective communication with other disciplines and agencies, children and their families. To report any significant changes to the therapist.    2. To work as an autonomous practitioner in devising and providing therapy programmes to children who will have treatment aims defined by the Speech and Language Therapists, offering timely bursts of intervention, both on an individual basis and within groups in the home, clinic or educational setting, liaising with and working under the direction of the lead therapist and ensuring effective communication with other disciplines and agencies, children and their families    3. To train and motivate parents/carers, teaching staff and other professionals known to the child in the safe delivery of certain delegated tasks e.g. therapy programmes and use of AAC resources    4. To organize, produce, and deliver speech and language therapy programmes to children and young people, assessing progress towards therapy goals, including differentiating between speech sounds produced by individuals, reviewing and adapting the activities and ensuring liaison with the lead therapist. 4. Establishing Effective Leadership and Communication    1. To liaise with the management and therapy team in effectively implementing Standard Operating Procedures to deliver the needs of the clients.    2. To identify and communicate any areas for development in effective delivery of interventions.    3. To identify the training needs for Support Workers to the wider therapy staff, promoting skills within the team    4. To contribute to multidisciplinary, multiagency meetings of children and work as part of healthcare and multiagency teams 5. Continuing Education, Professional and Personal Development    1. Undertake the Trust’s corporate and local induction, and maintain your learning and compliance with training requirements for your role    2. Participate in reflective practice in supervision and participate in agreed review and appraisal mechanisms    3. It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development.    4. To attend team days, team meetings and CPD training and workshops to maintain effective skills and develop knowledge and implementation of evidence based practice. 6. Clinical Governance, Reduction of Risk, Audit and Research    1. To use standard operating procedure to effectively manage the work flow for the therapy support worker team and optimise service delivery. 7. Management and use of Resources and Information    1. All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner    2. To contribute to the smooth running of the therapy department by creating specific therapy resources and fulfilling selective administrative duties delegated by the therapists 8. Operating with Quality in everything you do and Maintaining a Safe Environment    1. Use service clinical pathways to ensure evidence based effective intervention. |
| **COMMUNICATION AND WORKING RELATIONSHIPS**  Highly effective communication skills in order to build effective working relationships with**:** |
| * Children and their families/carers * Therapists and Therapy Support workers * Other Trust Clinical, Nursing and Therapy Staff * Trust Secretarial and Clerical Staff * Healthcare Staff in other NHS Trusts and Private Organisations * Interagency Staff i.e. Local Authority Social Services, Education and Voluntary Organisations   You must have highly effective verbal and written communication skills to motivate the child and family to respond at the optimum level to gain the most from individual and group sessions and to enable them to carry out therapy management programmes.  You must have   * The ability to deal sensitively and appropriately with questions asked and refer back to therapists as necessary. * The ability to respond flexibly to differing people and situations * Good communication and interpersonal skills to provide and receive sensitive information to and from children and their families and all members of the multidisciplinary/ multiagency teams, maintaining appropriate confidentiality. * The ability to record treatment accurately on the electronic patient record * The ability to write therapy/care plans for parents and carers to summarise interventions and give strategies, guidance and advice. |
| **ENVIRONMENTAL FACTORS**   1. Physical Effort    1. Sitting or standing in a restricted position for short periods.    2. Sitting on the floor and standing from the floor during clinical contacts.    3. Driving for significant amounts of time to cover the geographical area.    4. To have a degree of physical fitness to meet the demands of the job, including carrying out moving and handling, and setting up equipment as part of the day-to-day job.    5. Ensure personal and client safety 2. Mental Effort    1. Ability to maintain concentration in all aspects of work for prolonged periods.    2. Flexible to mental demands of the environment e.g. deadlines and frequent interruptions, unpredictable work patterns 3. Emotional Effort    1. Ability to manage emotional consequences of working with team members who are experiencing difficulties, either personal or professional.    2. Ability to manage emotional consequences on self when dealing with complex whole service issues.    3. Ability to manage emotional consequences on self when working with children/families in distressing circumstances    4. Demonstrates ability to manage children with challenging behaviours 4. Working Conditions    1. To carry out the duties placed on employees by the Health and Safety at Work Act 1974    2. To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.    3. To co-operate with their employer as far as is necessary to meet the requirements of the legislation.    4. Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety of welfare in the pursuance of any relevant statutory provisions.    5. To attend all mandatory training, including the New starter Induction Programme. |
| The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post. |

## ADDITIONAL INFORMATION

## The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

## MOBILITY

## The person specification for the role will detail the mobility requirements of the post.

## However, employees may be required to work at any of the other sites within the organisation subject to consultation.

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| POLICIES AND PROCEDURES All staff should comply with the Trust’s Policies and Procedures. It is the employee’s responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements |
| **SAFEGUARDING CHILDREN AND ADULTS**  The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust’s requirements under relevant legislation. |
| **MENTAL CAPACITY ACT**  All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment. |
| **MAKING EVERY CONTACT COUNT** All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust’s Making Every Contact Count programme has further information. |
| **HEALTH AND SAFETY**  It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description.  All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.   * To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work. * To co-operate with their employer as far as is necessary to meet the requirement of the legislation. * Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare   These duties apply to all staff whenever and wherever they are engaged on Trust business. |
| DATA PROTECTION In line with national legislation, and the Trust’s policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.  The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.  The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.  Personal Data must be:   * Processed lawfully, fairly and in a transparent manner * Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes * Adequate, relevant and limited to what is necessary * Accurate and where necessary, kept up-to-date * Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed * Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage |
| **CONFIDENTIALITY**  The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust.  All data should be treated as confidential and should only be disclosed on a need-to-know basis.  Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records.  Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data.  In addition, staff must not access personal information unless authorised to do so as part of their role.  Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality.  All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.  With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.  All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.   1. Justify the purposes of using confidential information 2. Only use it when absolutely necessary 3. Use the minimum that is required 4. Access should be on a strict need to know basis 5. Everyone must understand his or her responsibilities 6. Understand and comply with the law 7. The duty to share information can be as important as the duty to protect patient confidentiality   If there is any doubt whether or not someone has legitimate access to information, always check before you disclose. |
| EQUALITY AND DIVERSITY We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must to act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.  In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area. |
| **INFECTION CONTROL**  All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control. |
| **COUNTER FRAUD**  Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60. |
| SMOKING AT WORK The Trust has a “Smoke Free Policy”, which applies to:   * All persons present in or on any of the Trust grounds and premises * All persons travelling in Trust owned vehicles (including lease cars) whilst on official business. * Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business. * When wearing an NHS uniform. |
| **ELECTRONIC ROSTERING**  ‘Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role’. |