Job Title: Speech/Language Therapist
Job Category: Education Support Services
Location: Philadelphia HUNE, Inc.
Travel Required: Yes
Level/Salary Range: Based on experience
Position Type: Full Time
HR Contact: J.W. Vasturia, Jr.
Date posted: June 12, 2014
External posting URL: contactus@www.huneinc.org
Posting Expires: July, 2014
Resume/Curriculum Vitae Accepted By:
Fax or E-mail: (215) 425-6204 or contactus@huneinc.org and jvasturia@huneinc.org
Mail: Philadelphia HUNE, Inc.
Human Resources Department
2215 N. American Street
Philadelphia, PA. 19133

JOB DESCRIPTION
Primary Role and Responsibilities
The Speech/Language Clinician provides speech, language, and hearing evaluation and therapy to students whose special learning needs may be attributable to speech/language issues. Additionally, the Speech/Language Clinician:

- provides language classes/sessions to students whose learning needs require speech/language therapy;
- prepares written reports of contacts with students seen for speech/language/hearing screenings, evaluations, and therapy;
- provides feedback and consultation to parents and professionals working with the student;
- provides clinical supervision to Speech/Language Assistants;
- provides training to parents and professionals working with students receiving Speech/Language therapy, as needed;
- participates in family and school conferences and in multi-disciplinary planning;
- participates in alternative school placement process;
- initiates and follows-up on referrals to appropriate school, health, and community-based agencies, as needed;
- completes and maintains forms/documentation, as required;
- maintains and submits scheduled reports and statistics, as required.

Additional Skills and Responsibilities
- Maintains current Pennsylvania Certification in Speech Instruction;
- Maintains current knowledge of Pennsylvania Department of Education Rules and Regulations;
- Demonstrates effective knowledge of developmental disabilities, learning styles, and alternative education programming;
- Maintains and shares information/resources obtained from speech/language research;
- Maintains knowledge of private schools, alternative educational placements, and referral sources;
- Demonstrates positive rapport, good judgment and discretion, cooperative attitude, confidence, sensitivity, and flexibility in addressing daily situations involving students, families, school administrators, colleagues, and external agency representatives;
- Handles problems objectively and constructively; maintains a calm demeanor in addressing unanticipated situations;
- Anticipates, accepts, and adapts to changes and suggestions;
• Is responsive to supervision, accepts constructive criticism, and welcomes suggestions to improve skills, interventions, and techniques;
• Demonstrates maturity, responsibility, and accountability for job performance;
• Accepts responsibility for being an integral member of team/program;
• Participates effectively in program meetings, workshops, in-service presentations, and staff development;
• Utilizes self-assessment, to ensure continuous quality and self improvement;
• Utilizes internal and external resources;
• Adheres to work schedule and is appropriate in demeanor, dress, and appearance;
• Bilingual (English and Spanish) preferred;
• Perform other related duties, as assigned by supervisor.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

M.A./M.S. in Speech/Language Pathology or Communicative Disorders
PA School Certification in Speech Instruction
AND
Working knowledge of web-based data entry applications
Working ability in Microsoft Applications: Outlook, Word, Powerpoint, and Excel

PHYSICAL DEMANDS OF POSITION

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<th>ACTIVITY</th>
<th>FREQUENCY OF WEIGHT BEARING</th>
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<td>RARE 0-10%</td>
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<td>LIFTING</td>
<td>1-10 LBS</td>
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<td>CARRYING</td>
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Prior to hire, all candidates must provide documentation of Criminal Background Clearance, including Pennsylvania State Police Background Check (Act 34), Department of Public Welfare Child Abuse Clearance (Act 151), and Federal Criminal History Record.

Philadelphia HUNE, Inc is an EEO/AA M/F/D/V employer. Minorities, veterans, women, and people with disabilities are encouraged to apply. HUNE maintains a drug-free and harassment-free workplace.
I have received and read a copy of job description and I understand the duties and responsibilities as listed above. I have asked for clarification of any questions I might have and have discussed them with my supervisor.

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<td>Supervisor Signature:</td>
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