TARC
Service. Support. Advocacy.

JOB DESCRIPTION

POSITION: Feeding Clinic Therapist

JOB OBJECTIVE: Provide evaluations, treatment interventions, develop plan of care, and educate on modifications needed for swallow safety and development of skills for families, children and adults accessing the feeding clinic services. Be a member of a TEAM that confidently and competently supports one another.

IMMEDIATE SUPERVISOR: Feeding Clinic Coordinator

RESPONSIBILITIES:

I. PROGRAM

A. Utilize necessary protocols such as intake form, report template, billing process, release of information forms, consent for evaluation forms, etc.
B. Provide therapy to help clients achieve feeding goals.
C. Ensure assessments, evaluations and suggested interventions are based on family centered principles and are implemented in a manner that is respectful of cultural and ethnic background and uses a strength-based approach.
D. Utilize all feeding clinic equipment with priority on safety, health and sanitation policies and procedures.
E. Provide assessment, intervention, and swallow/feeding modalities that are within the American Speech-Language-Hearing Association (ASHA) scope of practices and professional ASHA code of ethics.
F. Ensure that therapeutic interventions implemented are in line with current evidence-based and practice-based information.

II. ADMINISTRATIVE

A. Complete clinical notes, billing records and reports according to agency procedures.
B. Maintain effective working relationships with allied agencies and services most directly related to feeding clinic.
C. Provide documentation to meet all regulations for state and federal requirements.
D. Maintain records of clinic utilization.
E. Maintain and timely submission of required documentation necessary for billing
F. Submit all paperwork in a timely and efficient manner.

III. OTHER DUTIES AS ASSIGNED

QUALIFICATIONS: Person of good character who is mentally and physically able to conduct oneself in a responsible manner in carrying out the job for which they are employed. Must be able to work with minimal supervision. Must be licensed Speech-Language Pathologist in the state of Kansas as well as hold active ASHA Certification. Must be able to demonstrate a comprehensive knowledge of feeding development across the lifespan, organizational ability to develop and support clinic activities and ability to communicate effectively with families, patients, and staff. Mentoring is available but must demonstrate a willingness to learn and apply the information.

EDUCATION: Master's Degree in Speech-Language Pathology with active ASHA Certification and Kansas Department of Health and Environment licensure in Speech-Language Pathology in good standing. Must provide documentation of master's level college course in dysphagia via official transcript or subsequent training or certifications.

EXPERIENCE AND TRAINING: Preference for at least two years of experience working in the field with children and persons with a variety of disabilities. New graduates are considered with appropriate coursework or relevant training. Must maintain required training and certification.

CLASSIFICATION: Hourly **SALARY LEVEL:** A

EEO: 2-Professionals **WC ID:** 8864 Social Services

TRAINING REQUIREMENTS: As outlined in TARC Policy 03-014 Staff Development

- **TARC, Inc. provides all training required by OSHA to ensure employee safety.**

WORKING CONDITIONS AND PHYSICAL EFFORT: Routine job responsibilities require frequent physical demands. Must be able to lift a minimum of 50 pounds. Full-time is preferred by a minimum of 32 hours is required.

OTHER REQUIREMENTS:

A. Must have and maintain a valid Kansas Driver's License.
B. Maintain eligibility for TARC's standard insurance policy.
C. Must be able to exercise good judgment and discretion in handling confidential information.
D. Must provide monthly Drivers Time Records to HR Division as required by the KCC (Kansas Corporation Commission) if employed outside of TARC.
E. Maintain active state of Kansas SLP licensure, active ASHA licensure, and registration and maintenance with Council of Affordable Health system (CAQH)

The above Job Description has been reviewed with me by my Supervisor and I understand my job responsibilities as outlined above.

_____

Employee Name **Date**

_____

Supervisor Name **Date**

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks, and duties may differ from those outlined on the job description and other duties, as assigned, may be required. This document does not create an employment contract. Employees are employed on an "at will" basis.