

POSITION DESCRIPTION

Position Title:	Paediatric Speech Pathologist
Business Unit/Department:	Community Programs
Division:	Integrated Community Health Services
Award/Agreement:	Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement
Classification:	Grade 2 – Year 1 to Year 4 (VW1 to VW4)
Reports To:	<i>Operational:</i> Operational Team Leads Allied Health Clinics and Paediatric Programs and Partnerships <i>Professional:</i> Manager - Speech Pathology & Audiology
Direct Reports:	N/A
Date Prepared/Updated:	19.08.2026

Position Purpose

The Paediatric Speech Pathologist is a member of the multidisciplinary Paediatric Services team and provides evidence-based assessment, intervention and care coordination for infants, children and young people with developmental, behavioural, communication and feeding needs.

Working collaboratively with children, families, carers and community service providers, the Speech Pathologist delivers family-centred care across a range of paediatric clinics, programs and service settings. The role contributes specialist speech pathology expertise within multidisciplinary teams to support timely assessment, intervention and service planning that enhances clinical outcomes for children and families.

The position operates across Western Health Paediatric Services, including the Brimbank/Melton Infant, Child and Family Local and community-based paediatric services. Within the Local, the Speech Pathologist works collaboratively with partner agencies to provide developmental and autism assessment, short-term intervention, care coordination and support for children and families accessing integrated health and family services.

Business Unit Overview

Integrated Community Health Service Directorate

The Integrated Community Health Services Directorate at Western Health focuses on delivering high quality evidence-based care to those residing in the Brimbank Melton and Western Melbourne regions across a variety of clinical settings. Services are provided across acute (medical surgical and maternity unit), outpatient services (Paediatric and Adult), outpatient rehabilitation, community health settings (Paediatric and Adult), residential care services, health promotion, community partnerships.

The Integrated Community Health Service delivers preventative, early intervention and chronic disease management. Services operate on the social model of health and with a focus on:

- Equity and accessibility

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- Effective community participation/control
- Multidisciplinary teamwork
- Strategies beyond individual care (group work, health promotion, community development)

Services within this directorate include:

- Adult Allied Health
- Paediatric Allied Health
- Community Health Nursing
- Community Nursing
- Dental
- Counselling
- Family Violence services
- Aboriginal Health Programs
- NDIS (National Disability Insurance Scheme) Therapeutic Supports

Staff model the Western Health values of CARES (Compassion, Accountability, Respect, Excellence and Safety).

Division of Allied Health – Professional/Clinical

Allied Health provides a range of evidence based, client centred, specialist services at Western Health, across the care continuum, from admission within the emergency department through to discharge in the community. These services work across the spectrum of life, from neonates to the elderly. The predominant focus of Allied Health is the return and optimisation of an individual's function, and wellbeing, from both physical and psycho-social perspectives. Activity is aligned with Western Health's Best Care Model and CARES values. Allied Health involvement is pivotal to efficient and effective multidisciplinary team functions, discharge planning and patient centred care.

Western Health employs a range of Allied Health disciplines, each with unique specialist tertiary training and skills, including Audiology, Clinical Psychology and Neuropsychology, Exercise Physiology, Language Services, Nutrition and Dietetics, Occupational Therapy, Pastoral Services, Physiotherapy, Podiatry, Social Work and Speech Pathology.

Key Responsibilities

Clinical Care:

- Provide high quality evidence based paediatric services to meet the needs of children and their families.
- Demonstrate sound clinical reasoning and clinical competencies in the area of developmental paediatrics and Speech Pathology practice
- Remain up to date with current evidence base regarding best clinical practice in developmental paediatrics and Speech Pathology service provision.
- Actively participate in professional supervision as per clinical supervision guidelines
- Perform in accordance with the organisational values to ensure service provision that is inclusive and respectful of all in the community.
- Participate in the annual performance development processes
- Participate in training and educational opportunities as identified in the annual individual professional development plan
- Establish and maintain positive working relationships with people at all levels
- To provide services in a manner that complies with requirements for confidentiality, records management and data collection.
- Demonstrate an awareness of risk in families including Child Safety, Family Violence and Elder Abuse and appropriate professional response and obligations where these risks arise

Administration, Documentation and Reporting:

- Ensure accurate and timely documentation within client records
- Ensure accurate and up to date information is entered into the client management system
- Complete clear, succinct and appropriate reports in a timely manner
- Complete all data collection activities as required for programs and clinics
- Complete information in accordance with agency and funding body requirements.

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Communication and Teamwork:

- Work effectively within the multidisciplinary team to achieve positive outcomes for children and their families
- Build constructive working relationships with colleagues across the multidisciplinary
- Work collaboratively to complete team assessments, reports and recommendations that are responsive to the child and family needs
- Maintain respectful communication with colleagues and engage proactively to resolve differences of opinion or perspective
- Build working relationships with external services and providers to support the diverse needs of families

Professional Leadership:

- Effectively represent the organisation professionally and promote services appropriately.
- Contribute to a harmonious and team-based working environment
- Contribute towards the positive motivation of the team, particularly in time of change

Continuous Improvement:

- Contribute to the ongoing quality improvement of the Paediatric service
- Participate in accreditation processes and the organisational continuous improvement plan
- Contribute to monitoring of service provision to ensure outcomes are in line with internal and external standards, service philosophy and goals
- Participate in the development and review of organisational policies, procedures and work instructions as appropriate

Workplace Health and Safety:

- Demonstrate an understanding of the shared responsibility for a safe workplace
- Conduct yourself in a manner that will not endanger yourself or others
- Report any unsafe work practices, hazards, near miss incidents and accidents
- Maintain knowledge and practice of infection control/hand hygiene precautions and infection control policies and procedures

In addition to the key responsibilities specific to your role, you are required to deliver on the [WH AH Capability Framework](#) and the [Key Organisational Accountabilities](#) are aligned with the Western Health strategic aims.

Key Working Relationships**Internal:**

Western Health

- Bacchus Marsh & Melton Allied Health and Medical Paediatric staff Members
- Melton Health and Community Services staff
- Operational Team Leads Allied Health Clinics and Paediatric Programs and Partnerships
- Manager Paediatric Community Health Services
- Director, Integrated Community Health Services

Child and Family Wellbeing Local

- Child and Family Wellbeing Local (CFWL) Manager
- Care coordinators, peer support workers and family services workers
- Mental Health Clinicians, Allied Health Staff and Paediatricians

External:

- Referrers
- Clients, their family and carers
- Schools and Early Childhood Education providers
- Community Service providers
- Health Professionals including Allied Health, General Practitioners, Paediatricians, Maternal Child and Health Nurses, Mental Health Clinicians.
- Paediatricians external to Western Health
- NDIS Services including the NDIA, ECEI partner agencies, service provider agencies.

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- Family Support Services including Child First, Child Protection, and Family Violence services, etc.
- Other relevant External agencies (as required)
- Department of Families, Fairness and Housing

Selection Criteria

Essential:

- Tertiary qualification in speech pathology
- Eligibility for membership of Speech Pathology Australia
- Previous experience working as a Speech Pathologist in a paediatric setting.
- Experience in undertaking assessments with paediatric clients and developing individual intervention and program plans based on assessments
- Demonstrated ability to work collaboratively as part of a multidisciplinary team
- Ability to apply, without exception, principles of confidentiality, privacy and maintain confident communication

Desirable:

- Experience working within a community health setting
- Experience working with NDIS service system
- Ability to provide professional advice to other medical and allied health staff, based on a firm theoretical framework and supported by clear clinical reasoning
- Experience with computer programs
- Demonstrated time management skills
- Demonstrated ability to communicate effectively to achieve results

Additional Requirements

All employees are required to:

- Obtain a police/criminal history check prior to employment
- Obtain a Working with Children Check prior to employment (if requested)
- Obtain an Immunisation Health Clearance prior to employment
- Report to management any criminal charges or convictions you receive during the course of your employment
- Comply with relevant Western Health clinical and administrative policies and guidelines.
- Comply with and accept responsibility for ensuring the implementation of health and safety policies and procedures
- Fully co-operate with Western Health in any action it considers necessary to maintain a working environment, which is safe, and without risk to health
- Protect confidential information from unauthorised disclosure and not use, disclose or copy confidential information except for the purpose of and to the extent necessary to perform your employment duties at Western Health
- Safeguard children and young people in our care, by ensuring that your interactions are positive and safe, and report any suspicions or concerns of abuse by any person internal or external to Western Health
- Be aware of and comply with relevant legislation: Public Administration Act 2004, Victorian Charter of Human Rights and Responsibilities Act 2006, the Victorian Occupational Health and Safety Act 2004, the Victorian Occupational Health and Safety Regulations 2017 (OHS Regulations 2017), Fair Work Act 2009 (as amended), Occupational Health and Safety (Psychological Health) Regulations 2025, the Privacy Act 1988 and responsibilities under s141 Health Services Act with regard to the sharing of health information, the Family Violence and Child Information Sharing Schemes, Part 5A and 6A Family Violence Protection Act 2008, Safe Patient Care Act 2015, Mental Health & Wellbeing Act 2022
- Be aware of and comply with the Code of Conduct for Victorian Public Sector Employees and other Western Health employment guidelines

General Information

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- Redeployment to other services or sites within Western Health may be required
- Employment terms and conditions are provided according to relevant award/agreement
- Western Health is an equal opportunity employer and is committed to providing for its employees a work environment which is free of harassment or discrimination. The organisation promotes diversity and awareness in the workplace
- Western Health is committed to Gender Equity
- Western Health provides support to all personnel experiencing family and domestic violence
- This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Western Health reserves the right to modify position descriptions as required. Employees will be consulted when this occurs
- Western Health is a smoke free environment

I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

Employee's Name: _____

Employee's Signature: _____ Date: _____

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