JOB DESCRIPTION

Job	**:**	**Speech & Language Therapy Assistant**
Location	**:**	**CHO 1 Cavan CDNT, Hillside, Rathcorrick, Cavan**
Contract Hours	**:**	**Relief (up to 7.8 hours per week)**
Contract Type	**:**	**6 months fixed term contract**
Reporting to	**:**	**Children's Disability Network Manager**

Overall Purpose of the Post:
To work under the supervision of the Speech & Language Therapist to provide assistance with the provision of therapy services to children attending therapy and work as a member of the interdisciplinary team providing services to children and families within Cavan Children's Disability Network Team

Duties:

- To work effectively as a Speech & Language Therapy Assistant incorporating therapy, support and administrative roles
- To facilitate or lead therapy groups under the direction and supervision of the Speech & Language Therapist
- Prepare and setup treatment areas for individual or group therapy sessions including tidying area and storing away equipment used upon completion of the session
- Develop rapport with service users and demonstrate positive attitude, respect and compassion in interactions
- Liaise and communicate effectively with Speech & Language Therapy and multi-disciplinary team members as appropriate to ensure coordinated intervention
- Foster and maintain professional working relationships with colleagues
- Seek advice and assistance from the relevant Speech & Language Therapist with any clinical or administrative work task that is felt to be beyond level of competence in line with principles of best practice and clinical governance
- Keeps up to date notes in compliance with Enable Ireland's Information Management Guidelines.
- Comply with all health and safety procedures and standards, and to adhere to operational guidelines as outlined by the clinician.
- Ensuring that equipment is checked and in full working order in accordance with safety standards.
- To work in collaboration with service users and their family/carers, and staff.
- Assist with identifying and achieving goals for service users.
- Attend and actively contribute to relevant team/clinical and service meetings.
- Participate in training and developmental opportunities as identified and agreed.
- Assist with stock control and equipment orders as required.
- To participate with all members of the team in the evaluation of the service, and service planning initiatives.

To minimise exposure to breaches of GDPR, strict compliance is required In the course of carrying out the duties of this job and working with others. This will include but is not limited to compliance with Enable Ireland's suite of GDPR Policies & Procedures, attending all GDPR Training sessions and ensuring personal responsibility for implementing safeguards and measures as directed.

Terms & Conditions:

Responsible to:	Children's Disability Network Manager
Probation:	A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The probationary period may be extended or terminated for any reason at Enable Ireland's discretion.
Salary:	The current salary scale for this post is €35,478 to €41,226 rata per annum.
Annual leave:	Annual leave entitlement is 30 days pro rata per annum and proportionately less for less than 12 months service.
Pension Scheme:	Enable Ireland operates a contributory pension scheme which all employees may following their start date.
Medical:	The successful candidate will be required to undergo a medical assessment.
Garda Clearance/ Police Clearance:	These will be required for all prospective employees who will undertake relevant work or activities relating to children or vulnerable persons.
Sick Pay: **(If applicable)**	All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 6 months continuous service with the Company sick pay will be as follows: Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period
Redeployment	In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.