

JOB POSTING #076-17

POSTING DATE: August 1, 2017

JOB TITLE:	Communicative Disorder Assistant – Full-Time
INITIAL ASSIGNMENT:	In-Home (SUD IH CDA)
BARGAINING AGENT:	OPSEU
LOCATION:	Sudbury Office
EFFECTIVE DATE:	Immediately

POSITION SUMMARY:

Reporting to the Manager, Clinical Services, and under the direction of a Speech-Language Pathologist (SLP), this position provides therapy assistance and administrative support to SLPs in the Home and Community Care portfolio.

QUALIFICATIONS:

- Relevant experience assisting SLPs in a community/health care environment;
- Good knowledge of the speech-language pathology profession and applicable CASLPO guidelines;
- Clear understanding of the scope and limitations of the Communicative Disorders Assistant's role and their relationship with the SLP;
- General understanding of the roles of health care professionals and other patient services staff;
- Excellent knowledge of materials, supplies, equipment, and intervention processes used in the provision of SLP services;
- Firm understanding of physiological and functional speech/language disorders and associated clinical terminology;
- Ability to work collaboratively with SLPs and accept work direction when assisting with patient interventions;
- Strong interpersonal skills to work with diverse patient groups with varying levels of comprehension and language capability;
- Good interpersonal skills are required when interacting with staff, external vendors, or outside organizations;
- Ability to deal with demanding interpersonal situations and respond with good judgment and understanding;
- Ability to handle sensitive and confidential information in a discreet and professional manner;
- Working knowledge of computer software (Boardmaker, email, internet,) and Microsoft Office applications (Word, Excel);
- Ability to organize and maintain filing systems;
- Ability to operate copy machines, fax machines, and other office equipment;
- Must have valid driver's license and access to a vehicle;
- Oral and written proficiency in English and French is essential.

The NE LHIN is an equal opportunity employer. Personal information submitted will be used only for the purpose of determining suitability for this vacancy. All applicants are thanked for their interest in this position. Only those applicants selected for an interview will be contacted.

Interested persons are invited to submit a cover letter and resume by e-mail to:

nelhinemployment@lhins.on.ca

Please refer to posting number 076-17 when applying.