

Position Description

Position Identification			
Position Title:	Paediatric Speech Pathologist – School Readiness Program		
HRIS Position Number:		Effective Date:	July 2026
Location:	All Holstep Health sites as required		
Scope of Practice:	Speech Pathologist_Modified Inc SRP-generic		
Delegation of Authority:	Refer to Delegation of Authority Policy		
Agreement/Classification *For HR use only	Allied Health Professionals (Victorian Community Health Centres) (Multi-Employer) Enterprise Agreement 2022-2026 Speech Pathologist, Grade 2		
Organisational Context			
Divisional:	Aged and Primary Care		
Reports to:	Director – Aged and Primary Care		
Program:		Unit :	
Position Summary			
The Paediatric Speech Pathology position provides services under the School Readiness Funding – Allied Health Program within Holstep Health. As part of this multidisciplinary team, the Speech Pathologist will work with kindergarten educators and families to build their capacity to support young children’s learning. This position will involve flexible working arrangements with travel to kindergartens required on a regular basis. Holstep Health provides the School Readiness Funding – Allied Health Program from our Coburg, West Heidelberg and regional offices.			
Position Accountabilities			
Responsibilities	- Work in collaboration with the School Readiness team, educators and families to build their capability to create an environment for kindergarten aged children that promotes: - improved speech, language, social interaction and early literacy outcomes - self-regulation and positive and pro-social behaviours - social and emotional wellbeing. - Build the capability of educators and families to support children through coaching, modelling, group training, case consultation support and other discipline specific services - Work collaboratively with kindergartens and DET area staff across the LGAs/regions to plan for how they will utilise their allied health entitlement and ensure success of the proposed objectives of the Program - Provide support to educators and families via phone, email, Teams/Zoom as required - Collect quantitative and qualitative data for regular program performance monitoring and program evaluation - Establish and maintain professional relationships with other School Readiness service providers, and DET area staff and participate in regional network meetings as appropriate - Ensure compliance with the School Readiness Allied Health Program Agreement in accordance with program procedures and protocols - Manage own work schedule and operate within the specified responsibilities of the work role and scope of practice; seeking clarification when unsure		



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	• Maintain and enhance professional knowledge and technical skills by keeping up to date with new developments and relevant trends • Participate constructively in management supervision, clinical and peer supervision in line with Holstep Health policy and procedure
Safety and Risk	Occupational Health & Safety (OHS) • All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with OHS Frameworks. • The incumbent must champion continuous improvement of OHS practices. Physical Inherent Requirements (PIR) • Involves sedentary tasks requiring a low level of physical activity and alternation between seated and standing positions • Incorporates computer based activities, where employees are required to maintain a slight to moderate degree of cervical flexion for periods of several minutes at a time, occasionally sitting for periods in excess of 20 minutes • Sound upper limb joints, with the ability to withstand repetitive upper limb activity • May be required to occasionally lift and carry items weighing up to 10kgs Quality & Risk • Assessing, monitoring and reviewing emerging risks • Identify and analyse risk against the corporate risk appetite – understand where major areas of risk exist and ensure level of acceptable risk exposure according to corporate risk appetite • Supporting risk management framework across Holstep Health • Understand and implement accreditation standards that apply to team and organisation • Participate in quality and accreditation self-assessment(s) and support implementation of agreed improvements • Assist with the development, review and implementation of policies and procedures and support staff to understand and apply them. <i>Holstep Health is an equal opportunity employer and committed to ensuring a safe environment for children and young people. We encourage individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the LGBTIQ+ community and those living with a disability to join our workforce.</i>
Capabilities	All employees are expected to align their behaviours and utilise capabilities (or 'soft skills') in line with our organisational values and the level of responsibility of the position. The capabilities for this position can be found within Holstep Health's Capability Matrix.
Key selection criteria	
Essential	• Approved graduate or post-graduate degree in Speech Pathology with exposure to working in paediatrics. • A commitment to working in a capability building and coaching role with educators and families to promote skills and knowledge across areas of child development. • A willingness to engage in and develop personal skills to work effectively within a multi-disciplinary team and implement evidence-based programs that support positive outcomes in early years.



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	• Strong communication skills and an ongoing commitment to developing interpersonal and networking skills. • Ability to work independently and unsupervised as the role requires, as well as demonstrated experience in team work. • Demonstrated understanding of child communication development in the early years and the impact of this on educational outcomes • Demonstrate a commitment to culturally safe and sensitive service provision
Desirable	• Understanding of the Victorian Early Years Learning and Development Framework (VEYLDF). • Experience working in paediatric or education settings • Highly developed interpersonal, communication and networking skills to liaise with a range of people in the education and/or community health settings • Highly developed time management and organisational skills • Demonstrated ability to work collaboratively in a multi-disciplinary team to develop and implement evidence-based programs • Demonstrated experience working with a diverse community
Checks, Licences and Registration	• Relevant qualifications • National Police check • Statutory Declaration • Immunisation Category B • Relevant Qualifications • Australian Work Rights • Working with Children's Check (WWCC) • Current full or probationary driver's licence • Professional Registration with Speech Pathology Australia