

CCD STAFF QUALIFICATIONS AND RESPONSIBILITIES

Position Title

SPEECH-LANGUAGE PATHOLOGY CLINIC COORDINATOR

Qualifications

Education: – Minimum Master’s degree in Speech-Language Pathology, in Communication disorders with a major concentration in Speech-Language Pathology, or in a related discipline from an accredited college or university.

Experience: Minimum five years experience in Speech-Language Pathology clinical practice; at least three years experience in supervision of graduate level student speech-language pathologists; at least one year of administrative experience in coordinating and/or directing a speech-language clinical service facility, unit or program. These experiences may have been completed concurrently.

Other: Clinical certification in Speech-Language Pathology from the American Speech-Language-Hearing Association; State of Connecticut Department of Health Services license in speech-language pathology; publication and presentation record; demonstrated interest in research.

Responsibilities:

Staff: with the Center director, determine and maintain appropriate staff size; recommend employment promotion and termination of speech and language staff; solicit staff input regarding problem areas, program development and execution; with Center director, establish work schedules; conference with staff regarding student clinical activities.

Program: participate in all reviews and revisions of speech-language pathology clinic goals; oversee services offered by the speech-language pathology clinics; organize speech-language staff, equipment and supplies; participate in administrative decisions regarding speech-language clinic policies; make recommendations for purchase and acquisition of speech-language equipment and supplies; maintain statistics of speech-language services provided; monitor speech-language clinic evaluation.

Clinical: Monitor speech-language patient management and referral; monitor speech-language patient record keeping; monitor scheduling of speech-language pathologists and service recipients.

Other: Participate in community relations supporting communication impaired persons; cooperate with other community agencies in identifying service needs.

Line of responsibility: Center Director; Departmental Chair.