



## The Arc Gateway, Inc. Job Description

**Job Title:** Speech Therapist

**Department:** Pearl Nelson Child Development Center

**Reports To:** Therapy Services Coordinator

**SUMMARY** To provide speech therapy services to children referred to PNCDC in order to promote the optimal developmental potential for each child.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Provide speech therapy services as prescribed by a medical doctor & authorized by payer sources. Sessions will generally be 30-60 minutes depending upon the authorization and will be at the clinic and home/community settings. Complete documentation of sessions and charges in software during sessions or at least by the end of the day.
- Conduct initial evaluations and complete reports and any required authorization documents within three days after the evaluation, complete semi-annual progress reports and all necessary authorization documents according to the guidelines of payers (Medicaid, Tricare, Insurance and Department of Health/CMS/Early Steps).
- Coordinate with Billing Specialists for obtaining authorizations and reauthorizations as required by payers. Follow up on authorization countdown to ensure timely re-authorization.
- Provide consultation to other team members (physical therapists, speech therapists, Infant/Toddler Developmental Specialists) as needed and authorized in the child's Individualized Family Support Plan. Document consultation sessions on required forms and submit for scanning to the child's Electronic Health Record.
- Coordinate with Program Support Specialist for weekly schedule. While therapist(s) can provide input, scheduling appointments are the responsibility of the Support Specialist. Cancelled appointments may be filled with substitute appointments or evaluations. Additional appointments may be required prior to paid time off as needed.
- Caseload will be developed with 80% of time scheduled in billable activities (treatment sessions, consultation sessions, or reimbursable travel) with the goal of an 80% attendance rate in order to achieve 65% of time in billable activities (outside of paid time off/ meetings, etc) and promote financial viability of the program.
- Regularly participate in program/agency activities related to support for families (festivals, respite evenings, screenings, and workshops), public awareness of agency services and fundraising activities, etc.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**EDUCATION and/or EXPERIENCE** Bachelor's degree from an accredited college or university in speech therapy required. Obtain required CEU's to maintain licensure in accordance with professional organization guidelines and Early Steps requirements.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Florida Driver's License and satisfactory driving record, proof of adequate automobile insurance, proof of malpractice and liability insurance coverage of a minimum \$1 Million/\$3 Million, FDLE background check/ abuse registry clearance, Affidavit of Good Moral Character. Approved provider for Early Steps, Medicaid, Tricare and other 3rd Party Payers. State licensure within specific therapy discipline.

**ADDITIONAL INFORMATION**

- At risk to encounter possible exposure to contagious diseases which may occur without prior notice (i.e. viral respiratory infections and flu, CMV, HIV, Hepatitis B, TB, etc.).
- Required reporter of suspected abuse and/or neglect
- Ability to work independently with limited supervision
- Good organizational skills to complete blended responsibilities of therapy services provision and documentation/filing.

**BEGINNING SALARY:** \$

**STATUS:** Non-Exempt

**WORKING HOURS:** FT (35 hours weekly)  
Flexibility in scheduling is necessary to meet program/family needs.

***Arc Gateway is an Equal Opportunity Employer***

*Revised 11/2018*