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**LinguaCare Associates, Inc.**

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**Enriching Lives Through Communication and Swallowing Intervention**

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**Diversification & Innovation**

*because communication & swallowing are life’s essentials*

**Contract Discernment**

*because evaluation & exploration create financial security*

**Personal & Professional Development**

*because fostering growth generates transformation*

**Relational Investment**

*because it creates an environment of trust & loyalty*

 **Job Description**

**Job Title:** Speech/Language Pathologist

**Summary:** Performs designated tasks related to the operation of a Speech Pathology service by completing the following duties.

**Essential Duties and Responsibilities:**

* Evaluate, plan, direct and administer speech, language and swallow therapy to patients and clients with disorders in swallowing, feeding, articulation, language, voice, fluency, cognition and hearing.
* Administer treatments as prescribed by a referring physician in an effort to restore function and prevent disability following delay, injury, disease or physical disability.
* Participate in operational aspects of the company as assigned by the Clinical Manager/Supervisor.
* Assist in marketing activities, performance improvement initiatives, billing, research and professional growth.
* Commit to continuing education.
* Perform duties by following the guidelines set forth in the company’s standard operating procedures and policy manuals.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies.

* **Problem Solving:** Identifies and resolves problems in a timely manner. Works well in group problem solving situations and uses reason even when dealing with emotional topics.

**Job Description (2)**

* **Technical Skills:** Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills
* **Interpersonal Skills:** Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control.
* **Oral Communication:** Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in company meetings.
* **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others’ views; contributes to building a positive team spirit; supports everyone’s efforts to succeed.
* **Leadership:** Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others.
* **Diversity:** Demonstrates knowledge of EEO policy.
* **Ethics:** Treats people with respect; works with integrity and ethically; upholds organizational values.
* **Strategic Thinking:** Develops strategies to achieve organizational goals; understands organization’s strengths and weaknesses.
* **Judgment:** Displays willingness to make decisions; makes timely decisions.
* **Planning/Organizing:** Prioritizes and plans work activities; uses time efficiently.
* **Professionalism:** Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
* **Quality:** Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
* **Quantity:** Meets productivity standards; completes work in a timely manner.
* **Safety and Security:** Observes safety and security procedures.
* **Adaptability:** Adapts to changes in the work environment.
* **Attendance/Punctuality:** Is consistently at work and on time.
* **Dependability:** Follows instructions, responds to management direction; keeps commitments.
* **Initiative:** Undertakes self-development activities; takes independent actions and calculated risks.

**Job Description (3)**

* **Innovation:** Displays original thinking and creativity; meets challenges with resourcefulness.
* **Computer Skills:** To perform this job successfully, an individual should have basic computer skills and adequate knowledge of industry specific computer programs.
* **Education and/or Experience:** Master’s degree from graduate college or university in Speech Pathology, Licensure and Certification required.

 **Important Information**

**Company Address and Phone Number:**

LinguaCare Associates, Inc.

120 Hanworth Lane

Daniels, WV 25832

Phone: 304-542-3544 Fax: 304-766-5932

Website: [www.linguacare.com](http://www.linguacare.com)

**Clinician’s Responsibilities:** Each clinician is responsible for renewing and faxing current copies of new cards or results to Jill at 304-766-5932. You are responsible for the following:

* **WV Lincense**
  + Please expense the cost on your Expense Report
* **ASHA**
  + Please expense the cost on your Expense Report
* **PPD**
* **CPR**
* **Continuing Education**
  + WV requires 20 hours every two (2) years. LinguaCare will be happy to help find great, appropriate conferences and will cover costs up to $500. All CEUs MUST be approved by LCA prior to registration.
* **Seasonal Flu Shots**

**Important Information (2)**

**School Clinicians:** All school clinicians will be provided with materials. Please make sure all materials have “LinguaCare” written on them. Please notify LinguaCare when test forms need to be reordered.

**Daily School Logs:** All Daily School Logs are due by the last day of each month. NO LATER! Please do not wait until the first day of the next month. Fill out the form, found on the website, and email to [jill@linguacare.com](mailto:jill@linguacare.com).

**Hospital Clinicians:** All hospital clinicians will be required to wear a lab coat. Please Expense the costs on your Expense Report.

**Hospital Billing Grids:** All hospital billing grids are to be faxed DAILY to Jill at 304-766-5932.

**Expense Reports:** Expense reports are due by the 20th of every month. Please fill out the form on the website and email copy to [vickie@linguacare.com](mailto:vickie@linguacare.com).

**Employee Leave Request:** All Leave must be approved by your site leader. Once approved, fill out the Leave Request Form, found on the website. It will automatically send to Beth Farley, [bethf@linguacare.com](mailto:bethf@linguacare.com) and [jill@linguacare.com](mailto:jill@linguacare.com)

 **Dress Code**

LinguaCare’s objective is to enable our employees to project a professional, business-like image while experiencing the comfort advantages of more casual and relaxed clothing. Business casual dress is the dress code we aim for. Because all casual clothing is not suitable for the workplace, the following guidelines will help you determine what is appropriate to wear to work.

* Clothing which reveals too much cleavage, back, chest, feet, stomach or your underwear is not appropriate for work.
* Clothing and lab coats should be clean and pressed; never wrinkled.
* Torn, dirty or frayed clothing is unacceptable.
* Clothing containing words, terms, or pictures that may be offensive to other employees is unacceptable.
* Lab coats must be worn in the hospitals.

General overview of acceptable business attire:

**Pants**

* Pants of cotton or synthetic material pants, wool pants, flannel pants and nice looking dress, synthetic pants are acceptable.
* Inappropriate pants include jeans, sweatpants, exercise pants, shorts, bib overalls, and any spandex or other form-fitting pants such as bike clothing.
* Capri’s are acceptable; however, they must come below the knee.

**Skirts and Dresses**

* Casual dresses and skirts, and skirts that are split at or below the knee are acceptable.
* Dresses and skirts should be no shorter than the top of the knee.
* Short, tight skirts that ride halfway up the thigh are inappropriate.
* Mini-skirts, skorts, spaghetti strap dresses and beach dresses are inappropriate.
* Sleeveless dresses are acceptable.

**Dress Code (2)**

**Shirts, Tops, Blouses and Jackets**

* Casual shirts, golf shirts, dress shirts, sweaters, tops and turtlenecks are acceptable.
* Suit and sport jackets are acceptable.
* Sweatshirts, spaghetti strap tanks, midriff tops, halter tops, tops that bare shoulders and shirts with potentially offensive words, terms, logos, pictures, cartoons or slogans are inappropriate.

**Shoes**

* Loafers, boots, flats, clogs, conservative athletic shoes and dress heals are acceptable.
* Wearing no stockings is acceptable if the look is appropriate for the outfit.
* Thongs, flip-flops and slippers are not acceptable.
* Open toes shoes are inappropriate when providing services in medical facilities of hospitals, rehabilitation hospitals and doctor’s offices. Open toed shoes are not acceptable during home visits for home health or birth to three.
* Open toed shoes are acceptable in school settings.

**Jewelry, Makeup, Perfume and Cologne**

* Should be in good taste
* No visible body piercings other than pierced ears.

**Hats and Head Coverings**

* Hats are not acceptable.
* Head covers are allowed for medical purposes, religious purposes or to honor cultural traditions.

If the above guidelines are not met, the employee will be asked not to wear the inappropriate item to work again. If the problem continues, the employee will be asked to go home and change and will receive a verbal warning. Progressive disciplinary action will be taken for further dress code violations.

 **Travel Policy**

**\*\*Reimbursement varies and is based on the National Reimbursement Rate**

**Hospital:**

* Travel to your first facility and home from your last facility is not reimbursed if it is less than 30 miles (60 miles round trip).
* When the distance is more than 30 miles to your first facility or home from your last, reimbursement is only given for the distance traveled over 30 miles (60 miles round trip.)

*Example: If you only go to one facility from your home and it is 50 miles one way (100 miles round trip), you will be reimbursed for 20 miles one way (40 miles round trip).*

* Travel between facilities, if leaving the area you are in, is fully reimbursed, unless it is on your way home. Travel between Thomas, St. Francis or other Kanawha County sites are not reimbursed. Travel from Kanawha County sites to St. Mary’s, Raleigh General and Teays Valley are reimbursed. However, if the site is on your way home, it is only reimbursed if the distance is over 30 miles.

**\*\*School Reimbursement is specific to each County**

**Schools:**

* Travel to and from the school is reimbursed from the LinguaCare office in your area.
* Travel is NOT reimbursed from your home. Reimbursement begins in the area of your LinguaCare office to the school and back.
* Reimbursement will be approved from your home, only if your home is closer to the school than the LinguaCare office.
* LinguaCare offices: St. Mary’s, Raleigh General, Thomas Memorial, Teays Valley.

Please remember hospital travel is to be turned in on your expense form, found on the website, and emailed to Vickie at [vickie@linguacare.com](mailto:vickie@linguacare.com) by the 20th of every month. Please be specific when documenting your mileage and the areas covered.

School travel will be documented on your school logs which will be completed on the form, found on the website, and emailed to Jill at [jill@linguacare.com](mailto:jill@linguacare.com)

 **Weekend and Holiday Coverage**

We appreciate employees who give their time to help cover weekends and the holidays. In order to show our appreciation, the following will be paid for weekend and holiday coverage.

**Weekend Pay:**

* $50.00 per hour

**Holiday Pay:**

**Two Options:**

1. $100.00 bonus and $50.00 per hour for your work

~or~

1. $100.00 bonus and a day off that must be taken within thirty (30) days. When choosing option 2, you must work a full day of 16 units to earn the day off.

This relates to July 4th (when it falls on a weekday), Memorial Day and Labor Day. We do not provide any services on Thanksgiving Day, Christmas Day or New Year’s Day.

Each employee who goes to a facility on a weekend or holiday will make a minimum of $50.00. When the acquired units do not total one hour or when no units are achieved, payment of $50.00 will still be given.

Please document on the hospital logs when you worked a weekend or worked a holiday to receive payment. You must notify the office manager of your choice of pay or the day off when you work a holiday. This also needs to be documented on your hospital log.

 **Snow and Inclement Weather Days**

Three (3) days per year will be allowed for snow/inclement weather. However, more than the three (3) days will be managed as follows:

1. In counties that take snow days out of Spring Break, the clinician will make up the additional days during the Spring Break.
2. In counties that add days on the end of the school year, the clinician will work these days to make up the additional days.
3. In counties that do not add days during Spring Break or at the end of the school year, the clinician will have to take the additional snow/inclement weather days as days off without pay.

 **Bereavement Leave Policy**

**Funeral Leave for an Immediate Family Member:**

When a death occurs in an employee’s immediate family, all regular full time employees may take up to three (3) days off with pay to attend the funeral or make funeral arrangements. Company may require verification of the need for the leave. Immediate family members are defined as an employee’s spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law or grandchild.

**Extended Family and Non-family Member Funeral Leave:**

All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of extended family or non-family member. This time off will be considered by the employee’s supervisor on a case-by-case basis. The Company may require verification of the need for the leave. This may include aunts, uncles, cousins, close friends.

**Additional Time Off:**

The Company understands the deep impact that death can have on an individual or a family, therefore, additional non-paid time off may be granted. The employee may make arrangements with his or her supervisor to use vacation days, or for additional unpaid days off, in the instance of the death of an immediate family member. Additional unpaid time off may be granted depending on the circumstances such as distance, the individual’s responsibility for funeral arrangements and the employee’s responsibility for taking care of the estate of the deceased. This will be on a case-by-case basis.