

**Opening Date:** 31 July 2018  
**Closing Date:** 14 August 2018  
**Location:** Tortola  
**Vacancy Notice No.:** 33/2018  
**Job Classification:** Grade 12  
**Ministry/Department/Unit:** Ministry of Education and Culture  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$38,269 – \$60,803**. Salary is commensurate with relevant qualifications and experience.

# JOB VACANCY NOTICE

## Speech Language Pathologist

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will identify and diagnose students with communication disabilities and plan and implement appropriate treatment to minimise adverse impact on student success.

### MAIN RESPONSIBILITIES

1. Assess students' communication skills (articulation, fluency, voice, feeding/swallowing, expressive and receptive language, and hearing screenings) for the purpose of identifying communication disorders, determining programme eligibility and developing recommendations for treatment.
2. Collaborate with a variety of groups and/or individuals (parents, teachers, administrators, team members and other professionals) for the purpose of communicating information, resolving issues and providing services in compliance with established guidelines.
3. Coordinate meetings for eligible students (testing/screening, IEPs, parent conferences) for the purpose of presenting evaluation results, developing treatment plans and/or providing training to parents/students.
4. Develop treatment plans, interventions and/or educational materials for clients for the purpose of minimizing the adverse impact of communication disorders in compliance with regulatory requirements.
5. Interpret medical reports within the scope of Speech/Language Pathologist's discipline for the purpose of providing information and/or ensuring that treatment/intervention plans are appropriate.
6. Maintain files and/or records (progress reports, activity logs, treatment plans, required documentation, screening results, and diagnostic reports) for the purpose of ensuring the availability of information as required for reference and/or compliance.
7. Participate in meetings, workshops, and seminars (training, IEPs, team meetings) for the purpose of conveying and/or gathering information.
8. Perform site visits to pre-schools, primary and secondary schools for the purpose of providing screenings, diagnostics, therapy and assistance as required.
9. Prepare a variety of written materials (activity logs, correspondence, memos, treatment plans, reports and required documentation) for the purpose of documenting activities, providing written references, and/or conveying information.
10. Provide speech and language therapy to students for the purpose of minimizing the adverse impact of speech and language disorders on student success.
11. Research resources and methods (intervention and treatment techniques, assessment tools and methods) for the purpose of determining the appropriate approach for addressing students' needs.
12. Respond to inquiries (parents, teachers, staff, students) for the purpose of providing information and/or referral as appropriate.
13. Perform any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the unit.

### BEHAVIOURAL COMPETENCIES

1. Manages time effectively
2. Manages your own resources and professional development
3. Provides leadership in area of responsibility
4. Develops the trust and support of colleagues, stakeholders and line managers
5. Implements change
6. Obtains and analyses information for decision making
7. Provides information and advices to others
8. Assesses and develops the performance of team and individuals
9. Ensures health and safety requirements are met in the area

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Clinical environment
- Fieldwork environment

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Communication Disorders-Speech and Language Pathology, Audiology and Speech Language and Hearing Science with teaching skills
- Certification in speech and language pathology
- Three (3) to five (5) years related experience
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of applicable policies, regulations and laws
- Excellent knowledge of strategies for articulation and language development
- Excellent knowledge of statistics and mathematics

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

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- Excellent knowledge of diagnostic tests and batteries
  - Excellent knowledge of speech/language disorders and treatments and cognitive development
  - Excellent interpersonal and organisational skills
  - Excellent oral and written communication skills
  - Sound knowledge of the use of standard office equipment and computer applications
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#### HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Public Service Commission**  
**c/o Department of Human Resources**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

Or by email: [hrrdbvi@gov.vg](mailto:hrrdbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://www.bvi.gov.vg)); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp)). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click [www.bvi.gov.vg/services/emp](http://www.bvi.gov.vg/services/emp).

*Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.*