

Indigenous Speech-Language Pathology Assistant

Job Description for:	Indigenous Speech-Language Pathology Assistant
Job Category:	Frontline
Department:	Early Childhood Supports
Program/Team:	Indigenous Speech-Language Pathology Team
Reports To:	Director of Early Childhood Supports
Date of latest draft:	April 4 th , 2025

Job Summary

Working as a part of the Indigenous Speech-Language Pathology (ISPL) team and reporting directly to the Registered Speech-Language Pathologist(s) (RSLPs) and Early Childhood Supports Department Director, the Indigenous Speech-Language Pathology Assistant will work collaboratively to support the communication development of Indigenous preschool-aged children and their families using a family-centred and strengths-based approach.

Roles and Responsibilities

As an ISLP Assistant, job duties include the following:

- Administrative tasks including assisting clients with completion of clinical forms and scheduling appointments.
- Maintaining supplies and equipment, and preparing therapy materials.
- Maintain client records, including obtaining and entering client demographics, histories, and charts, in accordance with department policies and procedures, as well as professional practice standards.
- Working directly with children and families to administer screenings, implement treatment plans, and run groups under the supervision of the RSLP.
- Assist the RSLP directly during assessment and therapy sessions (collecting data, assisting with behaviour management, etc.)
- Assist in program development.
- Assist in reporting or documenting client information, observations and services provided in accordance with standards set by the College of Health and Care Professionals of BC.

As a member of the VNFC Team, job duties include the following:

- Maintain confidentiality.
- Document and report activity in alignment with VNFC practices and supports internal and external reporting as required.
- Attend relevant professional training and meetings when directed.
- Participate in staff development, staff meetings and department meetings as required, including community and cultural events.
- Participate in data collection and evaluation tasks as requested.

Knowledge and Skills

Familiarity and experience in Indigenous Communities

- Some knowledge of Indigenous cultures and practices including from the territory in which the work of VNFC takes place. Ability to speak about one's own Indigenous culture, if applicable, and any communities the (prospective) employee has previously lived in or held jobs within.
- In depth knowledge of the experience of Indigenous peoples in Canada including the ongoing processes of colonization, discrimination, and structural violence, and the effects on the health and wellbeing of Indigenous communities; understanding of the wellness and healing capacities of Indigenous cultural resiliency and resurgence.
- Knowledge and practice of providing community-based services to Indigenous peoples using philosophies of cultural humility and cultural safety.

Communication Skills and Abilities

- Excellent interpersonal communication skills with the ability to successfully develop and maintain relationships with diverse internal and external stakeholders.
- Excellent written communication skills with the ability to independently write reports, presentations, electronic correspondence, and other forms of professional communication.
- Ability to effectively present information and respond to questions from clients and the general public.
- Ability to read, process and integrate findings into practice from a range of resources including peer-reviewed literature and governmental reports.
- Proficiency in Microsoft Office 365 including Word, Excel, and Outlook a requirement.

Leadership Skills and Abilities

- Ability to work under the supervision of an RSLP and follow instructions effectively.
- Ability to work independently, be reliable and self-motivated, and be part of an integrated community team and in partnership with a variety of agencies and resources.
- Ability to multi-task while remaining composed and maintain a respectful, professional attitude in high stress situations.
- Ability to relate well with families, co-workers and other professionals.

Program Abilities and Knowledge

- Understanding of early child development, specifically around early communication development.
- Ability to practice using philosophies of cultural safety and humility, harm reduction, and trauma informed care.
- Knowledge and ability to work ethically and maintain professional boundaries when working with vulnerable clients.
- Knowledge of family centred practice, child development, early intervention, family support, inclusive childcare and community-based services.
- Ability to maintain professional standards and maintain confidentiality with respect to families served.

Qualifications

Education

- Completion of a Therapy Assistant Diploma for S-LP assistants or equivalent education and experience
- Recognized course(s) related to position, particularly any focused on cultural safety and humility; or equivalent lived and/or professional experience.

Work Experience

- Preference for past experience working in an Indigenous serving organization or community setting.
- Preference for previous experience working with children in a therapeutic setting.
- Preference for experience working with children with communication challenges, including children with neurodiversity.

Licenses and/or Certificates

- Current Vulnerable Sector Criminal Record Check
- Valid BC Driver's license
- Clean Driver's record