



**SteppingStone Adult Day Health** is San Francisco's largest provider of adult day health care. Licensed by the State Department of Public Health and certified as a Medi-Cal provider with the California Department of Aging, the organization has worked tirelessly since 1983 to help seniors and disabled adults thrive and overcome the obstacles to independent living by providing a cost-effective, stimulating, and comprehensive set of health and social services. SteppingStone also operates three supplementary programs under the umbrella of adult day health care – Enhanced Care Coordination that focuses on community living and an aging-in-place approach, the LGBTQ+ Community Services program and the Alzheimer's Day Care Resource Center.

The Enhanced Care Management (ECM) Project at SteppingStone is a program designed to provide comprehensive care coordination and management services to individuals with complex medical and behavioral health needs. The program is aimed at improving the health outcomes and quality of life for participants, many of whom are elderly or disabled and require multiple services and treatments. The program is funded through the California Department of Health Care Services and operates under the state's Medi-Cal managed care program. ECM has been successful in improving health outcomes and reducing hospitalizations for participants, while also providing much-needed support and resources to caregivers and families.

## **JOB DESCRIPTION – SPEECH THERAPIST**

### **Job Summary:**

The **Speech Therapist** position is a part-time position that provides functional speech assessments and evaluations for Adult Day Health Care center participants, acts as a consultant for SteppingStone staff, and is member of the Multidisciplinary Team.

### **Duties and Responsibilities:**

- Evaluate the Speech Therapy needs of SteppingStone clients referred by the client's physician, RN or other members on the multi-disciplinary team and record data on the relevant form; make quarterly progress notes or as often as needs indicate.
- Establish realistic treatment goals and set up treatment plans for clients needing Speech Therapy due to swallowing or speech disorders as prescribed by a referring physician.
- Instruct client's relatives, program aides and others in relevant methods of care and treatment which they can carry out.
- Act as a consultant and advisor to SteppingStone staff.
- Participate as needed in the intake and assessment of clients.
- Meet all the administrative record keeping requirements, including client records, and reports.
- Perform other duties as assigned.

### **Qualifications:**

- Master's Degree in speech therapy.
- Valid license from the California Speech-Language Pathology and Audiology and Hearing Aid Dispensers Board.
- Minimum of one-year experience working with the frail or disabled elderly, or chronically ill, preferred.
- Experience working in a multidisciplinary team is preferred.

- Understand and respond to a diverse population.
- Ability to maintain confidential and sensitive information.

**Working Environment:**

Must be able to safely perform all physical and manual movements needed for job functions. Must be able to carry out job instructions promptly and willingly, and to follow established procedures accurately. Must be flexible, positive and cooperative in solving problems and working with other staff in constantly changing and sometimes stressful circumstances.

**Physical Demands:**

Speech Therapist must be able to move around the facility as well as sit at a workstation. Lifting up to 10 lbs. occurs about half the time, while up to and above 25 lbs. occurs occasionally.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms. The employee is occasionally required to sit and stoop, kneel, or crouch. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

SteppingStone is requiring vaccination of its employees for COVID-19 and an initial booster.

SteppingStone is dedicated to providing equal employment opportunity for all employees and applicants on the basis of merit without regard to race, color, religion, sex, age, marital status, gender identity or gender expression, sexual orientation, national origin, ancestry, physical or mental disability, AIDS/HIV status, medical condition (cancer and genetic), pregnancy, military or veteran status, or any other classification protected by applicable anti-discrimination laws.

I have read the above and understand my duties and responsibilities as a Speech Therapist.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name