



POSITION DESCRIPTION

POSITION TITLE	Podiatrist Grade 2
PROGRAM AREA	Allied Health
AWARD AND CLASSIFICATION	Health Professional Services Award, HSUA 3 Podiatrist Grade 2. Year level determined by prior experience
LOCATION	The position is principally based at Banyule Community Health (BCH), West Heidelberg. However, the position will also be required to service other clients at other locations as part of its employment responsibilities and duties to BCH.
REPORTS TO	This position reports to the Team Leader who is accountable to the Program Manager of Clinical Services. The Program Manager reports to the Chief Executive Officer and the Board of Directors.
PERSONNEL SUPERVISED	N/A
ORGANISATIONAL CONTEXT	Banyule Community Health provides a comprehensive range of health, welfare and social support services from sites at Greensborough and West Heidelberg. The organisation has a Board of Directors which is partially appointed by the Directors and partially elected by the members. The community makes decisions about the health service through the community elected Directors and through consumer participation strategies. We are a smoke free work environment
LOCAL WORK ENVIRONMENT	The provision of Allied Health services is one of a number of services provided by BCH. This involves providing a comprehensive Podiatry services to BCH. We have a high expectation that staff operate as a co-operative team. Our emphasis is on having staff that are flexible, multi-skilled and are able to work with a diverse range of individuals, groups and community agencies. We look for people who are prepared to learn and take on new skills, responsibilities and challenges. Staff are expected, when required, to rotate with, and back-up other staff. In addition,

	<p>there may be occasions when staff are asked to work at other sites. Generally, we are looking for staff to have a good working knowledge of areas other than their own.</p>
<p>POSITION SCOPE</p>	<p>To provide appropriate and relevant podiatry services to meet the needs of people from culturally diverse backgrounds and their carers. HACC services are primarily designed to maintain a person's independence and prevent any premature admission to residential care.</p> <p>These duties have been determined by management after considering the current Strategic plan of the organisation, some contractual obligations, priorities established in local health needs surveys and in consultation with the incumbent.</p>
<p>KEY RESPONSIBILITIES</p>	<p>Clinical Duties</p> <ul style="list-style-type: none"> • Provide comprehensive Podiatric assessment and treatment to eligible HACC clients within the City of Banyule • Work in line with the BCH Infection Control policy and procedures to ensure that standards of care are maintained at the highest level. • Work co-operatively with the other Podiatrist at BCH in the areas of: <ul style="list-style-type: none"> : student supervision : orthotics : nail surgery : service development, implementation and evaluation • Work in line with BCH Annual Service Agreement to meet target and develop appropriate methods to manage current workload and waiting list in consultation with Program Manager/Team Leader. • Liaise with external key service providers (e.g. Aged Care Assessment Team, City of Banyule HACC services, Royal District Nursing, BECC and GPs to ensure appropriate referrals and case management responsibilities. • Liaise and work co-operatively with other staff at BCH to ensure appropriate referrals and provide secondary consultations when necessary. • Contribute specialised knowledge and skills to relevant health education and support groups run at the BCH or in the community as required (e.g. Carers Support Group,

Diabetes Support Group).

- Work co-operatively with other members of the multi-disciplinary team in organising and running relevant health promotion activities
- Other duties as directed by Program Manager/Team Leader.

Administrative Responsibilities:

- Responsible for the day to day administration of the Podiatry clinic, including ordering and maintenance of equipment and supplies and updating of educational resources. All orders must be authorised and approved by the Team Leader.
- Participate in Allied Health, and Staff meetings as directed by Program Manager/Team Leader.
- Maintenance of record keeping, collection and timely submission of statistical data, report writing and other documentation as required by management
- Attend relevant workshops, seminars, and SIG meetings to update and maintain Podiatric knowledge and skills.

Other Duties

- To ensure that client confidentiality is respected and upheld at all times.
- To notify management in the event of any damage or interference with the organisation's buildings, vehicles and/or equipment.
- To promote good public relations on behalf of the organisation.
- To participate in project work as required, in particular client surveys.
- To ensure services are delivered in a culturally sensitive manner
- To ensure a safe workplace according to OHS standards and policies
- To participate in the ongoing quality improvement activities of the agency. These activities include planning

	<p>and evaluation of programs and services, performance development and audits.</p> <ul style="list-style-type: none"> • Any other duties as instructed by the Program Manager from time to time.
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • Bachelor of Applied Science (Podiatry) or equivalent is mandatory. • Registration with the Podiatrist Registration Board of Victoria. • Eligibility for Membership with the Australian Podiatry Association. • At least 2 years' Podiatric experience, preferably in Aged/Disability care in a community agency. • Caring and friendly attitude to people experiencing different types of disability, age related problems and isolation. • Highly developed interpersonal and communication skills. • Highly developed time management and organisational skills. Able to organise and administer own clinical work. • Knowledge and commitment to community health principles and practice. • Satisfactory police check where applicable or as required by legislation. • Full Victorian motor vehicle licence <p>Desirable Criteria</p> <ul style="list-style-type: none"> • A second language (useful but not necessary)
CORE ATTRIBUTES	<ul style="list-style-type: none"> • Ability to work as part of a multidisciplinary team.
POLICY & PROCEDURES	<p>All employees are expected to read and comply with the organisations policies, procedures and protocols as ratified by the Board of Directors.</p>

I acknowledge and agree that the above job description is a true and accurate description of my current role.

Employee's Name _____

Employee

Date

Manager

Date

The job description was revised on 25th February 2010