

## POSITION DESCRIPTION

<b>Position Title</b>	Podiatrist – Grade 2
<b>Program Area</b>	Primary Health – Child Youth & Family
<b>Reports to</b>	Senior Practitioner, Allied Health Team CYF

### POSITION SUMMARY

The Primary Health Department at Connect Health and Community is a multi-disciplinary service area with a holistic view towards supporting a healthy community. Our services include a variety of Allied Health and Mental Health services, for people across the whole life span and living with a diverse range of presenting needs.

### ABOUT THIS ROLE

#### SCOPE OF PRACTICE

##### Target Population:

- Clients of all ages who require podiatric services and qualify for service under the funding programs of Community Health (CH), Commonwealth Home Support Packages (CHSP) and Home and Community Care (HACC) in particular
- Children (0-18) not able to meet their usual milestones of physical development and/or who are experiencing musculoskeletal or movement problems
- Frail aged people over 65 with chronic and complex physical and cognitive health conditions
- People 18 -65 with permanent physical or cognitive disabilities or progressive conditions
- People with diabetes with or without foot related complications

**Service Delivery Model:** one on one and group work

**Service Location:** East Bentleigh and Cheltenham sites, City of Glen Eira Maternal and Child Health Centres (as negotiated)

##### Elements of Service Provision:

- The Grade 2 Podiatrist is based at Connect Health and Community East Bentleigh site and Cheltenham site as agreed
- The role objective is to provide high quality, flexible, consumer driven podiatric services to clients referred to the Paediatric and Older Adult services. The service aims to provide a responsive service that works to meet each client's identified goals

**Scope of Clinical Practice:** Comprehensive assessment and/or screening of clients including physical, clinical and social history

- Together with the client, their carers and other team members, formulate an agreed, client-centred care plan, including client-directed goal setting and appropriate discharge planning from the program
- Refer clients to other discipline, health and community services as required
- Regular re-evaluation of clients' functional ability and review of client care plans in relation to the set goals, which are informed by clinical assessment and reviews of developmental status
- Case review preparation and discharge planning documentation
- Present and facilitate education to clients and carers in groups and with individuals as required
- Provide information sessions at new parent groups at Moorleigh, Bentleigh and other MCH as available
- Establish and maintain effective working relationships with key stakeholders
- Liaise and support referrals to Early Childhood Early Intervention Services and/or other services as required

Connect Health & Community recruitment and selection procedures reflect our commitment to the safety and wellbeing of all our clients and being an inclusive and diverse workplace.

**Qualifications and Experience:**

- Bachelor of Health Sciences- Podiatry
- Experience working with Paediatric clients, in particular community setting

**Out of Scope**

1. Children with moderate or severe developmental delay, ASD or who have NDIS funding for podiatry
2. Children who are experiencing complex challenges in two or more areas of development or as negotiated depending on alternate service availability

**ROLE OBJECTIVE**

Provide Podiatry service in accordance with professional code of practice and Connect Health & Community podiatry policies and procedures. Paediatric podiatry service provision in accordance to Connect Health & Community Paediatric Services scope of practice.

**Universal Responsibilities of all employees:**

- Promote activities and programs in accordance with Connect Health & Community Vision and Purpose.
- Model and promote Connect Health & Community Values in the workplace
- Adhere to Connect Health & Community Code of Conduct, ensuring professional conduct and confidentiality is maintained at all times, Equal Opportunity principles are followed at all times and undertake and promote safe work practices and procedures in accordance with Connect Health & Community Policy
- Comply with all legislative requirements relevant to the position , policies, procedures, systems and processes of Connect Health & Community and other external stakeholders
- Connect Health & Community are committed to the safety and wellbeing of children and young people
- Intellectual Property remains the sole property of Connect Health & Community, unless otherwise authorised and confirmed in writing

**INTERNAL and EXTERNAL RELATIONSHIPS**Internal working relationships include:

- Connect Health & Community Workforce
- Connect Health & Community volunteers & students

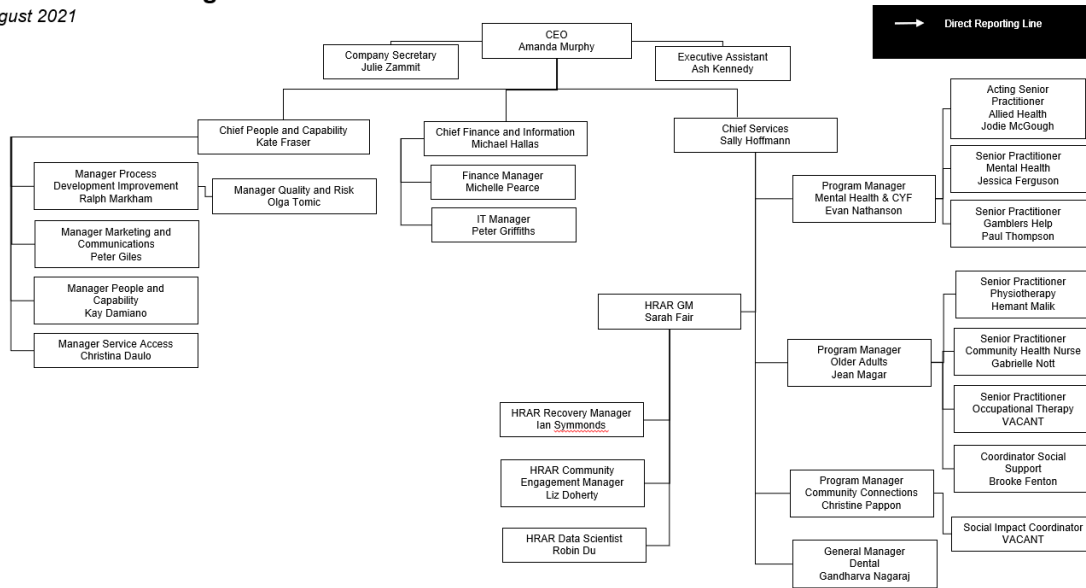
External working relationships include:

- Early Childhood Intervention Services
- Maternal and Child Health Nurses
- Alfred Child Youth Mental Health Services
- Local Early Childcare and Education settings
- Orange Door Hubs
- General Practitioners and Medical Practitioners.
- Neighbouring Primary Care providers and Allied Health service providers

**ORGANISATIONAL CHART**

**Connect Health Org Chart**

August 2021



**POSITION SPECIFIC RESPONSIBILITIES**

1. Accept clients from the waiting list in order of priority and waiting time.
2. Complete evidenced based podiatry assessment and treatment to children aged up to 18 years and engage the child and/or care givers in setting goals and creating a client centred care plan.
3. Frail aged; people over 65 with chronic and complex physical and cognitive health conditions; people 18 -65 with permanent physical or cognitive disabilities or progressive conditions
4. People with diabetes who require foot assessments and wound care information
5. Meet documentation standards for Connect Health & Community and the Paediatric Services disciplines.
6. Guide and support the Allied Health Assistant in relation to client services.
7. Positive and regular participation in the integrated model of care, working in a multi-disciplinary environment.
8. Where it becomes apparent a child is out of service scope, refer to a more appropriate service.
9. Provide feedback and strategies to carers & other related service providers
10. Support program members with secondary consultation, where appropriate
11. To maintain accurate case notes and statistics.
12. To mentor students, as required.

**GENERAL RESPONSIBILITIES**

1. Meet performance expectations and mitigate the risk that under performance will have to contract obligations and stakeholder expectations
2. Promote activities and programs in accordance with Connect Health and Community strategic plan 2016-19
3. Contribute to team activities that are in line with the Prevention and Health Promotion Strategy and participate in training as required.
4. Promote awareness to the community that Connect Health & Community encourages consumer, carer and community participation at all levels of the organization
5. Participate in staff meetings and other organized activities such as quality improvement programs.
6. Undertake other duties as directed.

**KEY SELECTION CRITERIA****Qualifications, Key Skills, Competencies and Personal Attributes**

1. Minimum three years clinical experience as a Podiatrist and relevant experience working with paediatric clients.
2. Ability to demonstrate current evidence based Podiatric practice for the target population
3. Demonstrated ability to work well with others in a multi-disciplinary team environment.
4. Ability to meet statistics and targets in accordance with funding and discipline specific targets.
5. Demonstrated initiative, ability to prioritise and organise self independently and efficiently.
6. Ability to work with other organisations either in a consulting capacity or joint assessment and treatment capacity.
7. Excellent written and verbal communication skills, including client reports, minutes and agendas, work proposals and group presentation with or without Microsoft power point presentation.
8. Demonstrated ability to participate in the planning and evaluation of services.
9. Flexible in service delivery and responsive to change.
10. Knowledge of and participation in continuous quality improvement processes.
11. Commitment to continuing professional development.
12. Computer literate: Microsoft office suite: Word, Power point, Outlook, basic level Excel spread sheet data input.
13. Experience with TrakCare client management system.(highly desirable)
14. Experience in working with allied health assistants and students

**Mandatory requirements:**

- Current Victorian Driver's Licence
- Current Police and Working with Children Checks
- Professional registration with Australian Health Practitioner Regulation Agency
- Ongoing and up to date First Aid and CPR certification.

**Qualifications:**

- Tertiary Qualifications – Bachelor of Health Science, Podiatry
- A Grade 2 level of clinical expertise and theoretical knowledge in the assessment and management of paediatric clients and those with chronic and complex health conditions.

**Assessment**

Within the context of the role described above, the ideal applicant will be someone who has the following key capabilities:

- **Supports strategic direction**  
Proven high level ability to analyse situations and propose creative solutions, particularly in relation to communications and marketing.
- **Achieves results**  
Demonstrated ability to prepare effective and tailored materials for communications and marketing projects and to monitor and evaluate their implementation.
- **Supports productive working relationships**  
Demonstrated high level communication, both written and oral and consultation and negotiation skills with proven ability to liaise with senior executives and the staff within the organisation.
- **Displays personal drive and integrity**  
Proven ability to act independently to meet project goals within identified deadlines and budgets.
- **Communicates with influence**  
Knowledge of contemporary communications and marketing best practice, and experience in implementing communications and marketing strategies in practical situations.

**PERFORMANCE APPRAISAL**

A professional review shall be conducted 6 months after commencement of appointment and 6 months thereafter with the Senior Practitioner, Allied Health Child Youth & Family

<b>Conditions of Employment</b>	
<b>Remuneration:</b>	The employee will be paid in accordance with the Victorian Stand Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2017 to 2021  Salary Packaging is available in accordance with prevailing legislation and Connect Health & Community Policy.
<b>Tenure</b>	Fixed term tenure (maternity leave) until 30/08/2022
<b>Location:</b>	Primary Location is 2A Gardeners Road, East Bentleigh. Staff may be required to work at any Connect Health & Community (or partner) site.
<b>Hours of Duty/Flexibility</b>	<ul style="list-style-type: none"> <li>◆ Part Time 0.63 FTE 48 hours per fortnight</li> <li>◆ Working days – Monday to Friday</li> <li>◆ It is the intention that program and/or service coverage is provided across the span of Connect Health operating times, however, staff may be required to work outside of business hours as requested.</li> <li>◆ It is also our intention to offer staff flexibility in relation to hours and days of work.</li> </ul>
<b>Probationary Period:</b>	<ul style="list-style-type: none"> <li>◆ Confirmation of new employees to Connect Health is subject to a 6 month probationary period, during which time the employee must demonstrate satisfactory capability to perform the Key Tasks and Accountabilities.</li> </ul>
<b>Pre-employment Checks</b>	<ul style="list-style-type: none"> <li>◆ Employment is contingent upon a satisfactory Police Check &amp; Working with Children Check</li> <li>◆ All employees must be either an Australian Citizen, Permanent Resident or have an appropriate Australian visa that will legally enable them to fulfil the obligations of the contract of employment.</li> <li>◆ Relevant prior service must be disclosed</li> </ul>
<b>On-going employment Checks</b>	<ul style="list-style-type: none"> <li>◆ It is the responsibility of staff to maintain and keep up to date all mandatory Checks, related to their position at their own cost.</li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>◆ You must provide Connect Health a copy of your membership of a relevant association/professional body. Registration must always be current and maintained at your cost.</li> </ul>
<b>Pre-Existing Injury/Illness:</b>	<ul style="list-style-type: none"> <li>◆ Applicants are required to sign a Pre-Employment Declaration Form.</li> </ul>
<b>General:</b>	<ul style="list-style-type: none"> <li>◆ Management, in consultation with the staff member, reserves the right to modify this position description as required.</li> <li>◆ Connect Health and Community requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000</li> <li>◆ Connect Health is a totally smoke free workplace</li> </ul>
<b>Approval Date:</b>	21/10/2021
<b>Revised Date:</b>	October 2022
<b>Written By:</b>	Senior Practitioner Allied Health, Program Manager Mental Health & Child Youth and Family, Podiatrist Older Adults team

<b>Authorised:</b>	CEO
<b>Acknowledgement:</b>	
<b>Employee Declaration:</b>	I have read, understand and acknowledge the contents of this position description.
<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

**ORGANISATIONAL INFORMATION**

Connect Health & Community is a registered Company Limited by Guarantee operating in a quality, accredited, not-for-profit environment and governed by a Board of Directors.

Connect Health & Community incorporate key service delivery and community programs for Community Health, Commonwealth Home Support Program, Dental, Gambler's Help Southern (GHS) and Volunteers and Community Connections.

Connect Health & Community employ approximately 160 staff with an operating budget of approximately \$14.7M. Connect Health & Community has approximately 200 dedicated volunteers who assist our organisation and community. The organisation's strategic directions and organisational values are supported by our staff and volunteers and defined by behaviours, skills and attitudes.

Connect Health & Community is guided by the principles of the social model of health; holistic service provision; continuous quality improvement; community and consumer participation and the diverse social aspects of our community.

**VISION**

Healthy People, Healthy Communities

**PURPOSE**

Assisting you in meeting your health and wellbeing goals.

**VALUES****Respect**

- Treating others fairly and objectively
- Value the central role of family and community
- Freedom from discrimination, harassment and bullying

**Responsiveness**

- Meet the needs of our diverse community by providing services that are accessible and innovative, timely, cost effective, appropriate and of a high standard.
- Build an adaptive workforce to respond to changing community needs.
- Minimise barriers for people, especially vulnerable communities.

**Accountability**

- Accepting responsibility for decisions and actions
- Best service value with public funds
- Providing services professionally and to the highest ethical standards
- Acting in a transparent manner

**Collaboration**

- Working with people and communities to deliver quality, accessible integrated service
- Actively involve the community to achieve people-centred service
- Joint communication and decision making treating all clients, staff and the community with care, dignity and understanding
- Provide a supportive and safe work environment for all voluntary and paid staff

**Responsiveness**

- Meet the needs of our diverse community by providing services that are accessible and innovative.