

## Position Description

<b>Our Vision</b>	Healthy and strong Aboriginal and Torres Strait Islander children, families, and communities
<b>Our Purpose</b>	Leadership in systems reform, and the provision of a high quality, regional ecosystem of health, wellbeing and community support services across the lifespan.

<b>Position Title</b>	Podiatrist
<b>Location</b>	Windsor – required to travel to IUIH and Member Services Sites
<b>Reports to</b>	Team Leader Podiatrist
<b>Business Unit and Team</b>	Regional and Specialist Services – Allied Health Operations
<b>Direct Reports</b>	N/A
<b>Delegation of Authority</b>	As per the Finance & HR Delegations and Authorities – accessible on LogiQC – Doc 1448_IUIH Delegations of Authority
<b>Stream / Level</b>	Health Professional Level 6
<b>Date of Approval</b>	March 2026

**IUIH Ways**

**Focus on families** – the wellbeing of Indigenous families of South East Queensland is at the centre of all our efforts

**Working together** – strengthening and supporting each other to achieve our goals

**Strategic focus** – in every activity and relationship Integrity, conviction and quality – in the performance of every task and every process

**A commitment to excellence** – in all that we do

**Building capacity** – of our staff and member services

**Accountability** – to stakeholders and communities for meeting commitments

**Your Ways**

Understanding that IUIH is an organisation which requires staff to commit to reflecting on our practice and how that aligns with Our Values and The Ways Statement. This requires courage in our conviction and purpose and conducting ourselves in ways which fosters cultural insight, emotional intelligence, and professional humility.

### Your Team's Purpose

The Regional and Specialist team includes Integrated Specialist Services, Mental Health and Wellbeing Services, Primary Healthcare Services, Birthing and Early Childhood Services (South), and Child and Youth Services. Our purpose is to connect, guide, and empower teams and communities through culturally safe, transparent, and responsive ways.

### Your Role

As Podiatrist, your role is to provide direct culturally appropriate podiatry services to the community as part of a multi-disciplinary team/program and contribute to new and existing initiatives to further develop the Podiatry model.

### Onus of Responsibility

At the Institute for Urban Indigenous Health (IUIH), every employee is expected to uphold a clear onus of responsibility, contributing to a culture of accountability and excellence. Staff must understand and act in accordance with IUIH's values, cultural integrity, and community accountability, integrating these principles into daily work practices. Employees are required to engage in continuous learning, maintain respectful relationships, and demonstrate cultural responsiveness. Leadership roles carry additional responsibility for embedding cultural integrity in systems and fostering a safe, inclusive workplace. Please refer to doc\_5263 for more details around all employees' onus of responsibility.

## Position Description

<b>Our Organisation</b>	<p>The Institute for Urban Indigenous Health Ltd (IUIH) was established by its founding members to provide a coordinated and integrated approach to the planning, development and delivery of comprehensive primary health care services for Aboriginal and Torres Strait Islander populations within the South East Qld Region.</p> <p>IUIH is committed to the National Principles for Child Safe Organisations and is guided by <i>The Ways</i> in our approach to providing safe environments that protect the rights, voice, empowerment, best interests, safety and wellbeing of our children, young people, and/ or vulnerable people. IUIH has zero tolerance for child abuse, neglect, and harm and this applies to anyone who works within IUIH or with IUIH.</p> <p>More information about IUIH, who we are, our Ways, our values, and our Strategic Plan can be found on our website <a href="https://www.iuih.org.au/">https://www.iuih.org.au/</a></p>
<b>Cultural Integrity</b>	<p>The <i>IUIH Cultural Integrity Investment Framework</i> and <i>The Ways Statement</i> are a commitment by IUIH towards embedding proper ways in all aspects of our operations. The foundation for why we exist as an organisation, including our reason for being, are driven by our commitment to the philosophical values drawn from <i>The Ways Statement</i>. As part of your role, you will work in ways that uphold cultural integrity.</p>
<b>Privacy Obligation</b>	<p>Recognising the importance of your role within IUIH you will role model the principles that IUIH have built their foundation on, including upholding client confidentiality ensuring their right to privacy with information only being shared where consents are provided.</p>
<b>Your Obligations</b>	<p>You will</p> <ul style="list-style-type: none"><li>• Understand your obligation in how your ways and your role contributes to IUIH's vision and purpose by performing your duties with dedication and commitment to Our Values and Our Ways.</li></ul>



- Work in ways which are ethically, culturally and respectfully propa; fostering integrity in our conduct and actions by matching our ways with the values of UIIH and The Ways Statement.
- Uphold client confidentiality, ensuring their right to privacy with information only being shared where consents are provided.

### Key responsibilities

#### Provision of Clinical Care:

- Provide clinical services to clients during hours of operation of the service, in keeping with accepted best practice standards.
- Provide appropriate clinical care, including;
  - Biomechanical, General care.
  - Surgery, Diabetic foot care.
- Provision of orthotics and appropriate footwear.
- Liaise with health professionals including General practitioners on patient care and provide reports to referring GPs in accordance with Medicare requirements.
- Utilise electronic health record system.
- Ensure information is recorded accurately and in a timely manner in the electronic health record system, and that records are maintained in accordance with AGPAL standards.
- Ensure maintenance of privacy and confidentiality in relation to client information.
- Actively maintain knowledge of the application of the MBS relevant to your job role and ensure information about completed MBS items is effectively captured for accurate processing of claims.

#### Service and Professional Development:

- Participate in ongoing professional clinical leadership and supervision sessions conducted by the Clinical Lead, these include:
  - Orientation to UIIH clinical practices and processes in podiatry.
  - Assessment and support of clinical skills/practices.
  - continuous professional development, identify education needs and options.
  - one on one mentoring in development of skills/practices at least monthly, but more frequently, depending on staff experience/need.
  - performance assessment.
  - group mentoring sessions.
- Working with the Operations Manager and Clinical lead to identifying any issues arising in processes or systems within clinics which impact on service delivery, Medicare billing or safety and quality.
- Provide supervision for podiatry students, as directed.

### Safety

#### You must:

- Report any work-related personal injuries/illness or incidents, safety / risks hazards, complaints as per relevant legislation / framework (if relevant in your position) e.g. NDIS, HSQF, Legal, AGPAL – clinical in the organisations QMS.
- Report any malfunction of any machinery, plant, or equipment.
- Wear/use and maintain/care for personal protective clothing and/or equipment provided and report any defects.

	<ul style="list-style-type: none"> <li>• Use lifting equipment and assistive devices as required.</li> <li>• Participate in rehabilitation process if injured or ill due to work.</li> <li>• Demonstrate leadership in UIIH's Work Health Safety goals and objectives remaining compliant with WHS Legislation and UIIH's policies and procedures.</li> <li>• Carry out your duties safely in accordance with your ability and competence.</li> </ul>
<b>Collaboration</b>	<p>You will:</p> <ul style="list-style-type: none"> <li>• Work in Ways which foster connections and enable transparency and collaboration within your team and across UIIH.</li> <li>• Demonstrate respectful regards for your team members and all other employees across UIIH by ensuring your own conduct contributes to a safe and deadly workplace.</li> </ul>
<b>Connectedness</b>	<p>You will:</p> <ul style="list-style-type: none"> <li>• Maintain connectedness by ensuring you are actively Wayfaring at meetings, whilst sharing the Staff Wellness strategy.</li> <li>• Actively participate in Socialization activities.</li> <li>• Foster trust and consistency with clients by providing them with a confidential and transparent service.</li> <li>• Engage in Cultural Integrity Investment Programs.</li> </ul>
<b>Capability (Mandatory requirements)</b>	<p><b>Capability</b></p> <ul style="list-style-type: none"> <li>• Ability to work sensitively and effectively with Aboriginal and Torres Strait Islander communities, their leaders and health professionals, while respecting traditional culture, values and ways of doing business.</li> <li>• Demonstrated skill in working in a primary care setting, in particular the ability to work as part of a multidisciplinary team with a sound understanding of your role in the cycle of care for a client.</li> <li>• Demonstrated effective verbal and written skills with particular emphasis on interpersonal communication skills, confidentiality and record keeping.</li> <li>• Computer skills – able to work effectively with electronic client record systems.</li> </ul> <p><b>Qualification and/or experience</b></p> <ul style="list-style-type: none"> <li>• Experience in providing assessment, case management and podiatry services to Aboriginal &amp; Torres Strait Islander people.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Current C Class Drivers Licence (QLD).</li> <li>• Current AHPRA Registration.</li> <li>• Current Disability Worker Screening Check (Qld Yellow Card).</li> <li>• Current First Aid and CPR Certificates.</li> <li>• Bachelor in Podiatry.</li> </ul> <p><b>Immunisations</b></p> <ul style="list-style-type: none"> <li>• Category A - In accordance with Doc_3633 Staff Immunisation Program Guideline.</li> </ul>

You will be required to complete other duties consistent with the position where required and/or requested by your manager. UIIH can direct you to carry out duties which it considers are within your level of skill, competence, limitations and training at any time.

**Please note that the duties outlined in this Position Description are not exhaustive and are only an indication of the work of the role.**

UIIH reserves the right to vary the Position Description

