

# Position Description

## Paediatric Podiatrist

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<b>Position Title:</b>	Paediatric Podiatrist
<b>Manager (reports to):</b>	Program Manager – Child, Adult & Family Therapies
<b>Division:</b>	Client Services
<b>Program:</b>	Child, Adult and Family Therapies
<b>Primary Location:</b>	335-337 Nepean Highway, Parkdale, VIC 3195
<b>Other Location:</b>	Additional sites as required
<b>Classification (Grade/Level):</b>	Grade 2 – as per experience
<b>Enterprise Agreement or Award:</b>	Health and Allied Services, Managers and Administrative Workers (Victorian Stand-Alone Community Health Services (Multi Employer) Enterprise Agreement 2022-2026 or its successor

### Better Health Network

Better Health Network (BHN) is a not-for-profit organisation providing integrated health and wellbeing services to people of all ages in communities across south-eastern Melbourne. We proudly provide a wide range of services to support healthy living, general wellbeing and social connection. These include specialist medical services, dental and allied health, nursing and counselling services, as well as aged care social supports and NDIS disability services. With the vision, *Your health, your choice, your way*, we exist to deliver accessible services that meet the needs of our communities and use our influence to create positive change.

The Children, Adult & Family Therapy program delivers NDIS and state-funded services to adults and children, including early intervention, children’s health, school readiness, support co-ordination and allied health services. With growing demand and a range of opportunities during NDIS reform, this program will grow rapidly. Effective scaling, integration, building multi- and trans-disciplinary teams, effective outreach and improving access for marginalised communities are critical to this program.

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### Position Objective

BHN Podiatrists provide high quality, effective and efficient podiatric care through the application of qualifications, skills, and experience to maximise independence and quality of life for BHN clients.

This is achieved by working as a member of a Multidisciplinary allied health Team, adopting person centred, holistic and goal directed care that promotes clients’ wellness and active participation in decisions about their health and wellbeing. BHN Podiatrists undertake clinical assessment and treatment of clients inclusive of paediatrics, disability, and aged care within multiple funding streams via clinic-based appointments.

The primary target population includes people with, or at risk of, chronic conditions, people with multiple and complex needs and those from culturally and linguistically diverse backgrounds.

Podiatrists are primarily based at one or two main sites, however, may be asked to cover alternate sites depending on staff leave and vacancy.

# Position Description

## Paediatric Podiatrist

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### Key (Professional) Responsibilities

#### Clinical/Professional expertise

- Provide effective and efficient evidence-based podiatry assessment and treatment to BHN clients in line with BHN and funding requirements.
- Provide education to clients within a self-management framework.
- Participate in and provide access to Care Planning and Common Assessment for clients.
- Consult and liaise in the provision of integrated, multi-disciplinary care for clients within the Allied Health Team, and the broader Community Care team, with particular focus on podiatry services.
- Refer to other services as required.
- Plan, implement and evaluate Podiatry related programs.
- Provide secondary consultation to other members of the team and to external agencies, where relevant to client care and Podiatry practice.
- Support allied health assistant staff in relation to individual client services.
- Coordinate and supervise Podiatry students as required.
- Maintain knowledge of current infection control standards and adhere to current clinical and infection control practices.
- Oversee podiatry clinic equipment ordering and supplies.
- Maintain electronic health records, documentation, and statistics according to BHN policy.

### Organisational Responsibilities

#### (Self) Leadership:

- Stay current with industry developments, enhancing professional knowledge and technical skills to maintain best practice.
- Adapt to organisational needs, undertaking additional responsibilities as required to support BHN's operations and strategic priorities.
- Ensure ongoing compliance, adhering to relevant legislation, funding guidelines, service standards, and contractual obligations.

#### Occupational Health & Safety:

- All employees are responsible for taking reasonable care of their own health and safety, as well as the safety of others affected by their actions at work, and for adhering to BHN's Occupational Health & Safety frameworks.

#### Risk Management:

- Actively identify, report, and manage risks to ensure a safe and efficient work environment.

#### Quality:

- Follow BHN's policies and procedures to ensure compliance and consistency in service delivery.
- Engage in quality improvement initiatives and actively involve clients in these activities when applicable.

#### Behavioural:

# Position Description

## Paediatric Podiatrist

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- All employees are expected to demonstrate behaviours and capabilities that align with our organisational values of Accountability, Collaboration, Respect, and Courage. These expectations are tailored to the level of responsibility associated with each role. The specific capabilities for this position can be found in BHN's Values Capability Matrix.
  - Perform duties in accordance with BHN policies and procedures.
  - Undertake other duties as reasonably directed.
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### Working Relationships

#### Direct Reports:

- Team Leader – Child, Adult and Family Therapies Southern Catchment

#### Internal working relationships include:

- Current CAFT Southern Team
- Program Manager Child Adult and Family Therapies
- Client Services Teams
- Other Child, Adult and Family Therapies Teams
- Service Access and Central Intake
- Administration support

#### External working relationships include:

- Health, community service and disability service providers
  - Local, State and Commonwealth Government agencies including but not limited to DoH, DFFH, NDIA, DHS
  - External consultants and vendors Sector networks
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### Key Selection Criteria

#### Essential Qualifications

- Relevant tertiary qualification in Podiatry
- Current AHPRA professional registration

#### Essential Experience

- Minimum two years of clinical experience as a paediatric podiatrist.

#### Essential Skills and Attributes

- Demonstrated ability to work collaboratively in a multidisciplinary team to develop and implement evidence-based programs that meet the goals and desired outcomes for children, families and educators.
- Has ability to utilise the full spectrum of podiatry training and expertise to assess clients' needs, barriers to goal attainment, and develop appropriate interventions.
- Ability to organise and proactively self-manage workload to meet annual performance targets and service initiatives as directed by the Department of Health, NDIS, and BHN.
- Proven ability to make rational and sound decisions and judgements based on a consideration of the facts and alternatives.
- Strong commitment to delivering high levels of customer service with the ability to deliver high standards of performance and consistent professional behaviour.

## Position Description

### Paediatric Podiatrist

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- Well-developed communication skills both written and verbal, including the ability to liaise with families, carers, and other professionals from a diverse range of cultures and backgrounds.
- Demonstrated focus on service excellence with a commitment to delivering high-quality outcomes for clients.
- Ability to work flexibly and adapt to changing situations.
- Ability to demonstrate ongoing drive and commitment in a challenging environment.
- Ability to problem solve and work independently.
- Demonstrated ability to follow direction as required and willingness to learn.
- Good organisational and time management skills.
- Contribute personally to the team culture.

#### Desirable Criteria

- Has experience working within the community setting
- Has experience working with the NDIS population

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### Inherent Requirements

BHN endeavours to provide a safe working environment for all staff. The below describes the critical inherent requirements associated with this job.

#### Physical

- Frequent movement, standing, sitting and computer tasks, manual handling, or use of equipment in line with role/task requirements

#### Cognitive

- Attention to detail and task accuracy to minimise risk to self and others.

#### Psychosocial

- Exposure to emotional situations; resilience required to manage stress.
- Must report hazards, incidents, and follow safe work procedures (WHS duty of care).

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### Compliance

#### Compliance Responsibilities:

It is the responsibility of both the Manager, and Incumbent(s) of the role to ensure the employee(s) performing the role meet relevant requirements of Professional Standards/Codes of Conduct imposed by AHPRA, National Boards, or under Industry Codes. It is the responsibility of both the Manager, in partnership with People and Culture, to ensure that probity checks remain compliant.

# Position Description

## Paediatric Podiatrist

Probity checks must be completed as indicated

<input checked="" type="checkbox"/> National Police Check [Mandatory]*	<input checked="" type="checkbox"/> Working with Children Check [Mandatory]
<input checked="" type="checkbox"/> Evidence of Right to Work in Australia [Mandatory]	<input checked="" type="checkbox"/> NDIS Worker Screening Check
<input type="checkbox"/> Statutory Declaration Choose an item.	<input type="checkbox"/> Aged Care Worker Banning Order Check
<input checked="" type="checkbox"/> Professional Registration AHPRA Registration	<input checked="" type="checkbox"/> First Aid Certificate
<input checked="" type="checkbox"/> Current full or probationary driver's licence	<input checked="" type="checkbox"/> Vaccination Requirement Category A
<input checked="" type="checkbox"/> Other: CPR	<input type="checkbox"/> Other:

Please refer to the Credentiailling and Scope of Practice Policy for further information and the Immunisation Policy for details regarding immunisation categorisation, please note all Category A workers are required to be vaccinated annually for seasonal influenza. \*International Police Check required if the person has lived in any other country for at least 12 months in the past 10 years.

### Position Description Authorised by:

<b>Position Title:</b>	Paediatric Podiatrist		
<b>Program/Team:</b>	Child, Adulity & Family Therapist – Southern Catchment		
<b>PD Version Number:</b>	1	<b>Date:</b>	29-04-2026
<b>People and Culture Review</b>			
<b>People &amp; Culture Signature:</b>		<b>Date:</b>	