

Employee Position Description

Position Details		
Position Title: Podiatrist Grade 2	Department: Allied Health & Chronic Disease	Agreement: ALLIED HEALTH PROFESSIONALS (VICTORIAN COMMUNITY HEALTH CENTRES) (MULTI-EMPLOYER) ENTERPRISE AGREEMENT 2022-2026
Reports To: Manager Allied Health Yarra and Boroondara	Location: Primarily based at Hawthorn and Ashburton with the ability to work across other Access HC sites	
Direct Reports: Nil	Employment Status: Fixed Term up to 0.80 FTE November 2026-August 2027. Days negotiable depending on clinic availability Monday - Friday	Classification: Grade 2.0, Year 1-4, dependant on experience
Position Primary Purpose		
The podiatrist will provide client centred podiatric care and support to predominately adult clients, and occasionally paediatric clients, as part of a multi-disciplinary allied health team. The role is supported by the Podiatry Senior Clinician, alongside a team of podiatry colleagues via onsite or remote connection, in addition to multidisciplinary team members. Clients referred for podiatry services are seen under a variety of funding streams including but not limited to Community Health (CH), Commonwealth Home Support Program (CHSP), Integrated Chronic Disease Management (ICDM) Home and Community Care (HACC), Support at Home (SaH), National Disability Insurance Scheme (NDIS), Medicare Benefit Scheme (MBS) and Private Fee for Service. The Podiatrist will complete consultations in clinic and maintain a small case load of home visits. The Podiatrist will engage with clients, carers, family, support workers and other health professionals to support health and podiatric needs of clients, which commonly include diabetes foot care and education; general foot care; wound care; biomechanical assessment and management; nail surgery; footwear assessment and education. They may also contribute to health promotion activities or relevant health service programs and quality improvement activities including facilitation of relevant group education sessions.		

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Version No: 1	Last Updated: 21/9/2026	Author: Laura McDonald	Approved By: Rebekah Byrd	Page 1 of 6
----------------------	--------------------------------	-------------------------------	----------------------------------	--------------------

Decision Making Authority	Key Relationships
Decisions made independent of Manager - Clinical care delivery including client and carer education, referral and liaison with relevant health professionals or services - Prioritisation and triage of caseload, in consultation with senior clinician and manager as required	Internal - Senior Clinician Grade 3 Podiatrist - Allied Health Manager - Senior Manager Allied Health and Chronic Disease Care - Allied Health and Nursing, Mental Health, General Practice and Community Service colleagues - Service Connection and Customer Service teams - Health Promotion and Communication teams External - Referring medical practitioners or hospital services, including high risk foot clinics - Care Partners, Case Managers, Support Coordinators and Carers - Tertiary institutions to support student placement

Key Accountabilities	
Focus Areas	Responsibilities
Provision of Clinical Service	- Work within professional scope of practice and service capability to provide timely, best practice and acceptable person-centred clinical care to clients for the prevention and management of health conditions. - Optimise client's physical and mental health and social wellbeing through promotion of multi-disciplinary care and linkage to relevant community services and programs. - Engage with clients and carers to plan treatment programs with that reflect the needs of the client whilst aiming to promote independence, participation and enhanced quality of life. - Liaise and correspond with relevant care providers such as referrers, general practitioners, specialists and allied health professionals; and escalate and advocate for services or intervention as relevant. - Maintain privacy and confidentiality and compliance with electronic health record documentation and administrative requirements of funding streams, and relevant Access Health & Community policies and procedures. - Delegate appropriate clinical and administrative tasks to allied health assistants. - Meet key performance indicators as discussed with manager and in line with organisational strategic plan

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Version No: 1	Last Updated: 21/9/2026	Author: Laura McDonald	Approved By: Rebekah Byrd	Page 2 of 6
----------------------	--------------------------------	-------------------------------	----------------------------------	--------------------

Key Accountabilities	
Focus Areas	Responsibilities
	Comply with infection prevention and control standards in accordance with Access Health and Community's Infection Control policy and procedures.

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Version No: 1	Last Updated: 21/9/2026	Author: Laura McDonald	Approved By: Rebekah Byrd	Page 3 of 6
----------------------	--------------------------------	-------------------------------	----------------------------------	--------------------

Professional Development	• Demonstrate commitment to continuous professional development (CPD) relevant to work at Access HC, and maintain registration with AHPRA. • Proactively identify personal education needs and reference best practice guidelines and current literature to inform relevant and evidence-based service delivery.
Clinical Supervision & Work Plan Review	• Participate in clinical supervision as a supervisee or supervisor of a Grade 1 podiatrist / Allied Health Assistant • Actively participate in annual work plan and KPI review.
Contribution to Allied Health Teams	• Contribute to case conference or secondary consult with colleagues as part of multi-disciplinary care. • Initiate and accept internal referrals to/from allied health teams and external teams (GP, Mental Health Dental) and assist in co-ordination of client services. • Share podiatry expertise in relation to foot health and advocate for relevant services, programs, projects or funding opportunities. • Contribute to continuous quality improvement activities relevant to Allied Health Service and specifically podiatric service delivery improvements.
Student Supervision	▪ Plan and supervise tertiary student placements for podiatry students, and allied health assistants, on community placement. • Offer observation or information sessions to other students on placement at Access HC.
Access Health and Community Values	• Through actions and behaviour, demonstrate Access Health and Community (Access HC) values of <i>Equity, Collaboration, Integrity, Accountability, Innovation</i> and <i>Excellence</i>.
Governance and Compliance	• Act in accordance with Access HC's policies, procedures and code of conduct • Maintain updated and valid credentials in accordance with relevant legislation and industry requirements where applicable to the position • Participate in mandatory training requirements to support the delivery of a safe and effective service.
Workplace Health and Safety	• Act in accordance with health and safety policies and procedures at all times. ▪ Take reasonable care for personal health and safety and that of other personnel who may be affected by their conduct. ▪ Report any real or potential hazards to staff, clients, visitors or the community

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.

Version No: 1	Last Updated: 21/9/2026	Author: Laura McDonald	Approved By: Rebekah Byrd	Page 4 of 6
----------------------	--------------------------------	-------------------------------	----------------------------------	--------------------

Selection Criteria	
Standard selection criteria items • Police Check • International Police Check • NDIS Worker Screening Check • Working With Children Check • Professional Registration with AHPRA • Eligibility for a Medicare Registration Provider Number • Driver's Licence Qualifications, registrations and experience • Bachelor of Podiatry or Master of Podiatry degree (or equivalent) • Current or eligible for AHPRA registration • Minimum of 2 years clinical experience working as a podiatrist in a community health, hospital outpatient and/or private practice setting • Applied clinical knowledge and experience in delivering client centered and evidence-based podiatric practice • Demonstrated ability to work independently as a Podiatrist and collaboratively within a multi-disciplinary service	Key skills and attributes • Applied clinical knowledge and experience in delivering client centred and best clinical practice in podiatry. • Demonstrated experience and clinical expertise in: ○ chronic disease management, especially diabetes and vascular disease, ○ wound care, ○ orthotic prescription and manufacture, • Sound knowledge of both paediatric and aged care podiatry needs. • Understanding of contemporary health landscape and funding models relevant to community health and fee for service activity. • Demonstrated ability to work collaboratively in a multi-disciplinary service and team environment. • Proven ability to relate to people from a diverse range of social, cultural and ethnic backgrounds. • Effective time management and clinical care prioritisation skills. • Strong interpersonal, written and verbal communication skills. • Proficiency in Microsoft Office and aptitude for learning and using relevant software such as TrakCare, My Aged Care Portal and Microsoft Teams. • Demonstrated behaviours consistent with AccessHC values.
<i>AccessHC is a Child Safe Organisation.</i> <i>AccessHC actively supports an inclusive culture and celebrates its diversity. We encourage applications from people with disabilities, diverse genders and sexualities, Aboriginal peoples and people from a culturally and/or linguistically diverse background.</i>	

Authorisations				
Employee Name: Signature: _____		Manager Name: Signature: _____		
<i>This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.</i>				
Version No: 1	Last Updated: 21/9/2026	Author: Laura McDonald	Approved By: Rebekah Byrd	Page 5 of 6

Authorisations	
Date: / /	Date: / /

<i>This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.</i>				
Version No: 1	Last Updated: 21/9/2026	Author: Laura McDonald	Approved By: Rebekah Byrd	Page 6 of 6