

Position title	Podiatry Coordinator
Reports to	Allied Health Manager
Award agreement	Allied Health Professionals (Victorian Community Health Centres) (Multi-Employer) Enterprise Agreement 2022-2026
Classification	Allied Health Manager – Grade 1 (year dependent on experience)

About Your Community Health

Your Community Health is a progressive, high quality, independent community health service. It provides a wide range of community-based health and social support services including primary care, allied health, oral health, mental health, harm reduction, social support and health promotion services. Our three comprehensive health centres are located in Darebin, but we are here for everyone in the diverse communities across Melbourne. We work in partnership with our communities and other services using a combination of outreach, home-based and centre-based activities and co-located services.

More information is available at: www.yourch.org.au

Vision	Health and wellbeing for everyone
Purpose	We partner with people and communities to deliver health and wellbeing services and promote equity
Our organisational values	Courage • We are progressive • We are creative and resourceful • We challenge the status quo for the benefit of our communities Empathy • We are caring and inclusive • We celebrate and value diversity • We work collaboratively and respectfully Integrity • We are ethical, honest, reliable and fair • We listen and are accountable to our communities • We earn and build trust Achievement • We are outcomes-focused • We are adaptable and always learning • We continuously improve

Statement of Inclusivity

Your Community Health is committed to providing an inclusive and accessible environment where people and communities of all identities and backgrounds (including but not limited to, ethnicity, faith, socio-economic circumstance, sexual orientation, gender identity, ability, bodies, migration status, age and Aboriginal and Torres Strait Islander descent) are accepted, safe and celebrated. We achieve this through the guidance of our values and principles.

Your Community Health understands the need to ensure that meaningful inclusion is built into the organisational DNA and to create an environment that attracts team members that reflect the communities we serve.

Your Community Health look to actively encourage members applications from of the LGBTIQA+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived experience in areas in which we work. We work to address barriers in full participation.

About the Podiatry team

Sitting within the wider Allied Health Program, the Podiatry team provide high quality, client-centred podiatry services for individuals and groups in our community.

YourCH podiatry services are provided to people who are eligible for a range of funding streams including Support At Home (SAH) Program, Commonwealth Home Support Program (CHSP), Home and Community Care – Program for Younger People (HACC-PYP), Community Health Program, Early Intervention in Chronic Disease (EICD), National Disability Insurance Scheme (NDIS), and Medicare Benefits Schedule (MBS) services.

As part of YourCH we are passionate and enthusiastic staff working towards our vision of a health and wellbeing for everyone and creating an environment that is inclusive and representative of the communities in which we serve.

Position Purpose

The Podiatry Coordinator plays a key role in managing and advancing podiatry services at Your Community Health, ensuring the delivery of high-quality care to clients and the community. This position oversees all aspects of the discipline, including budget management, strategic planning aligned with the Allied Health Program Operational Plans, and YourCH Strategic Directions.

A critical part of the role is fostering a skilled and innovative podiatry workforce. The Coordinator provides professional supervision, supports clinical skill development, and champions continuous learning and improvement. Additionally, this role includes a portfolio focus on Healthy Ageing/Older Adults, ensuring allied health services for older adults are evidence-based, well-coordinated, and integrated.

The Podiatry Coordinator position includes a clinical component, requiring the individual to dedicate at least 0.3 FTE to podiatry practice within the broader 0.8 FTE role.

Position responsibilities

- Lead the discipline in key organisational projects in line with YourCH Strategic Directions and Allied Health Program Operational Plans e.g. Service integration, quality improvement.
- Manage the team's delivery of safe and high-quality care in discipline assessment, care planning, intervention and support of clients, their carers and priority community groups/populations (on-site, at home or in other community settings), as part of a multi-disciplinary, person-centred service.
- Manage, monitor and review the team's operational systems and processes to ensure meeting team targets through relevant audits and monitoring processes
- Actively participate in stakeholder meetings and forums, including representation at relevant network meetings
- Workforce management and recruitment, including ensuring staff compliance to YourCH policies and procedures; monitor and address staff performance.
- Support staff development through the annual Planning, Development and Review Process (PDR), professional supervision frameworks and other relevant activities within Your Community Health policies
- Risk mitigation and management within the organisation's risk management framework including current clinical and OH&S and emerging risks for podiatry with the Allied Health Manager
- Coordinate Healthy Ageing/Older Adults Portfolio activities
- Build partnerships with clients, carers and local community agencies to support service delivery and health promotion activities to respond to community need and achieve our purpose.

Position requirements (qualifications, skills, knowledge and attributes)

Qualifications, Registrations and Licenses

- Relevant Degree in podiatry
- Current AHPRA registration within Podiatry discipline
- Hold and maintain current Australian driver's licence

Skills and competencies

- Minimum of five years practitioner experience
- Experience in staff management and supervision including the ability to plan work, motivate staff and monitor performance
- Demonstrated leadership experience and skills
- Excellent oral and written communication skills
- Commitment to quality assurance activities and professional development
- Skills in managing time, setting goals and planning work priorities to meet goals and objectives
- Well-developed computer skills
- Understanding of budgetary processes and ability to work within an agreed budget
- Demonstrated ability to be agile and resilient in a changing environment and work towards the organisations purpose
- Demonstrated experience and competence in developing, implementing and evaluating projects and programs
- Demonstrated understanding of community health principles and service delivery within a social model of health

Expected behaviours for all YourCH team members and volunteers

- Support the provision of services that are inclusive, safe and high quality
- Maintain staff, volunteer and client confidentiality at all times
- Work in partnership with the community, clients and staff to achieve our vision
- Ensure an inclusive and safe workplace for clients, visitors, volunteers and staff
- Work in accordance with Your Community Health Policies and Procedures

General

- Your Community Health 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 1988
- The successful applicant is required to provide evidence of eligibility to work in Australia
- Employment is contingent on a satisfactory Police Records Check, valid Working with Children Check and NDIS Worker Screening check clearance (when required). Where the preferred applicant has lived or worked overseas for a continuous period of 12 months or more within the past 10 years, they are required to provide an international police check for all countries that they have lived in for that period of time
- Applicants who are not currently employed by Your Community Health are required to complete a Pre-existing Illness/ Injury Declaration Form
- Management, in consultation with the staff member, reserves the right to modify this position description when required

Relationship to Performance Development and Review Plan

This position description operates in conjunction with, and forms part of the relevant individual Performance Development Review Plan aligned to the organisational Strategic Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

Your Community Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Disability, Culturally and Linguistically Diverse and LGBTIQ+ communities to apply.