



Position Description

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| Position Title | Podiatrist |
| Division / Team | Client Services / Allied Health |
| Reports to | Allied Health Manager |
| Agreement / Award | Allied Health Professionals (Victorian Community Health Centres) (Multi-Employer) Enterprise Agreement 2022-2026 |
| Classification | As per contract of employment |
| EFT / Term | As per contract of employment |
| Work Location | As per contract of employment |
| Date Approved | April 2025 |

About Ballarat Community Health Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

Our Purpose Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

Our Leading Principles Address health inequity and inequality
Improve the health and wellbeing of our community
Have impact and be sustainable

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| Values | Respect Valuing other points of view and treating people with respect | Integrity Acting with sincerity and honesty | Courage Strength in the face of challenges |
| | Resilience The ability to be strong in adversity, and bounce back with renewed hope | Responsibility Being reliable and accountable to others | Optimism Focusing on potential and abilities |

Diversity Statement Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural, and linguistic backgrounds, and financial status.

Position Summary

Ballarat Community Health Podiatrists engage in a diverse caseload presentation including paediatrics, biomechanical assessments & provision of orthoses, wound care, nail surgery, and neurovascular disorders.

The Podiatrist will provide quality care and education to clients. Clinical supervision is provided, ongoing professional development is supported, and opportunities to engage in quality improvement projects is encouraged.

Services will be delivered under State and Commonwealth Government funded programs, NDIS and MBS.

Principal Areas of Responsibility

- Provide podiatry services through direct client care and community education and prevention programs, in a manner that is equitable and culturally relevant.
 - Maintain clinical practice in line with clinical guidelines, research developments and best practice.
 - Engage in multidisciplinary care and participate in case conferences where required.
 - Effectively communicate diagnosis and treatment plan with clients.
 - Provide direct foot health management via the full range of treatment modalities the podiatrist is qualified to provide.
 - Focus on self-management principles.
 - The promotion of foot health and prevention strategies through education and training of clients, carers, the community and other health professionals
 - Maintain client file records and complete statistics recording to high standards to meet all accreditation standards, Government funding and organisational requirements.
 - Contribute to and implement selected evaluation and audit methods.
 - Grade 2 podiatrists are required to be actively involved in student placements
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Scope

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
 - Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board
 - Continuing education to keep abreast of changes
 - It is not within scope to undertake total contact casting or any surgical procedure apart from nail surgery unless podiatrist has undertaken relevant advanced training
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Organisational Responsibilities

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
- Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
- Establish and maintain cooperative working relationships with staff and ensure alignment with the BCH values at all times
- Work within professional boundaries and relevant scope of practise at all times
- Maintain relevant professional registration
- Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
- Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
- Participate in compulsory BCH training programs
- Ensure that client and staff confidentiality is respected and upheld at all times
- Attend and actively participate in meetings as required
- Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values

- Participate in performance development plans and supervision
 - Participate in the organisation's continuous quality improvement programs and activities
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Qualification and Immunisation requirements

- Tertiary qualifications in Podiatry is essential
 - Current registration with AHPRA is essential
 - Covid 19 Vaccination and Boosters as required
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Key Selection Criteria

1. Experience:

- An understanding and commitment to the principles of community health and the social model of health
- Demonstrated client focus on assessment, treatment and management of clients
- Demonstrated enthusiasm for working in a multidisciplinary team, delivering podiatry services and further developing the service as new opportunities arise

2. Interpersonal Skills:

- Team-oriented with the ability to work autonomously
- Commitment to excellence and professional development
- Able to liaise across the full spectrum of health and welfare services
- Ability to use initiative to solve problems
- Professional attitude and presentation
- Positive and engaging mindset

3. Written Communication:

- Effective written communication skills which are clear and concise
- Clinical documentation in line with registration Board

4. Computer Skills:

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems

5. Organisational Skills:

- Ability to prioritise workloads and conflicting tasks and manage deadlines
- Proven ability to use initiative to solve problems
- High attention to detail

6. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work
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Conditions of Employment and other relevant information

- The successful applicant will be required to maintain a current driver's licence.
- BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.
- The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
- The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
- Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
- BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
- Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included

in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.

- Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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