

POSITION DESCRIPTION



Position Title:	Podiatrist
Reports To:	HCS Senior/Support Manager
Salary/Classification Level:	Helping Hand Health Professional Collective Workplace Agreement 2013, Heath Care Services
Reporting To This Position:	N/A

Purpose of the Position

The Podiatrist is responsible for prevention, diagnoses, treatment and rehabilitation of disorders, of the feet and lower limbs. This incorporates assessing and reviewing client and resident function, safety and independence to participate in life tasks in community and residential environments.

Your Team

The Podiatrist role is within the Metropolitan Division Health Care Services Team and will work closely with other allied health professionals, clinical staff and other staff across both community and residential services

Other Key Relationships

This role will work with individuals, families, groups and communities in the context of their physical, social and cultural environments.

Key Outcomes & Responsibilities

Customer Service:

- / Provide comprehensive and contemporary, evidence-based podiatry services to clients in accordance with each client's individual needs, barriers and interests.
- / Liaise with other staff in prioritising services to clients and liaise with care and clinical staff as required.
- / Support a culture of high quality customer service to clients.
- / Actively promote a wellness and re-enablement approach to engage and motivate clients in their goal planning.
- / Promote open and responsive feedback to monitor and evaluate client satisfaction via the Helping Hand client feedback and engagement processes.

Professional and Technical Skills:

- / Experience in working within a strength-based framework and working within the models of podiatry practice.

This position description forms part of the contract of employment.

- / An understanding of and ability to conduct clinical assessments and establish measurable rehabilitation focused goals, individual progress plans and rehabilitation lifestyle outcomes in consultation with each client.
- / An understanding of case management and the ability to monitor, review and assess client progress through the service and against the case plan.

Commitment to Ongoing Development and Managing Change:

- / Commitment to continual professional and personal development
- / Demonstrate flexibility and initiative during periods of change
- / Attend all compulsory training sessions identified by the organisation and undertake other training and development as required.

Teamwork and Communication:

- / Demonstrate a commitment to teamwork and the maintenance of a supportive work environment
- / Contribute to team and organisational outcomes through co-operative and collaborative interactions
- / Resolve any workplace conflict in a professional manner and through the correct organisational processes
- / Participate in regular and professional communication with staff, clinicians and managers
- / Participate in supervision and support as required
- / Actively participate in the Performance and Professional Development review and plan as required

Selection Criteria

Essential

- / Registered with the AHPRA as a podiatrist.
- / Demonstrated experience providing podiatry services to adult clients in rehabilitative environments.
- / Demonstrated experience in assessing and evaluating functional needs of clients and providing podiatry services
- / Demonstrated high level interpersonal skills, with the ability to liaise with people from a diverse range of backgrounds and the ability to be cross culturally sensitive
- / Demonstrated commitment to continual professional and personal development
- / Ability to initiate and maintain effective working relationships at any level within a large-scale organisation
- / Clear ability to think creatively about the delivery of community-based programs
- / A working knowledge of local community services and networks
- / Excellent verbal, written and electronic communication skills
- / Current police clearance
- / Current driver's license
- / Current cardiopulmonary resuscitation certificate

Desirable

- / Experience in the aged care sector.
- / Experience in the provision of clinical education or other tertiary provision of education (e.g. tutoring, lecturing, mentor)



Customer Service ...the Helping Hand Way

We deliver our service guided by our **5 Golden Standards**

- 1** We always offer choice.
- 2** We engage.
- 3** We speak clearly, politely and respectfully.
- 4** We deliver on our promises.
- 5** We make their day!

Helping Hand's Code of Conduct

Our Code of Conduct reflects **The Helping Hand Way** and expects you to act with:

Compassion

- / Demonstrate your concern for others and do everything you can to help.
- / Recognise and consider people's feelings and circumstances.
- / Treat others with respect, courtesy, care and compassion.
- / Support and value the contribution of other team members.

Respect

- / Recognise and consider people's feelings, choices and rights.
- / Maintain the privacy and confidentiality of others at all times.
- / Conduct yourself with honesty, fairness and integrity.

Excellence

- / Undertake your work with professionalism, to a high standard and with the appropriate skill and care.
- / Take responsibility for your actions and behaviours.
- / Strive to improve the quality of services to our clients and to each other.
- / Go the extra mile in order to deliver the best outcomes.
- / Strive to create new and better ways of doing things.

Community

- / Foster connection with our clients, our teams, each other and our community.
- / Value and support difference in our community and value the contribution that difference provides to us.

Work, Health & Safety

Arrive Safe, Work Safe and Go Home Safe

- / Make sure you keep your safety and others safety top of mind. Work safe all the time!
- / If you notice someone doing something unsafe, ask them to stop or find a safer way.
- / Do the training we ask you to do....it's for your own and others safety.
- / If you notice something that is a potential risk or hazard to your safety or others safety – report it. Hazards – turn into accidents! Watch out for spills, things in the way of people, equipment that isn't working.
- / If you report it...be a part of the solution. We need your ideas, solutions and feedback.
- / If you need equipment to do your job safely – make sure you use it. It's there to keep you safe...
- / If equipment isn't working properly – tell everyone around you and then tell us so we can fix it.
- / If you are involved in an incident or are injured...tell us straight away. Your supervisor will be able to help you.

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