|  |
| --- |
| **POSITION DESCRIPTION** |
| **Position Title:** | Podiatrist |
| **Service/Facility/Department:**  | Community Aged & Disability  |
| **Direct Reports:**  | Nil |
| **Key Relationships:**  | **Internal:** Allied health staff, service management, nursing and personal care staff |
| **External:** Clients, clients’ families and carers, referrers, hospitals, general practitioners |

**Position Statement / Overall Purpose**

The overall purpose of the Podiatrist is to provide high quality podiatry services, including assessment, treatment, therapy and education to the clients of the Service.

The Podiatrist is responsible for liaising with other clinical and allied health team members to ensure preventative care and early intervention occurs with clients.

The Podiatrist will work in accordance with the values of Anglicare and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Current National Police Certificate
* Current registration with AHPRA
* Current Queensland Driver Licence and own reliable vehicle
* Degree in Applied Science (Podiatry) or similar field
* First Aid Certificate with CPR

**Key Selection Criteria**

* Demonstrated experience in the provision of clinical podiatry services.
* Demonstrated ability to develop and implement client centred podiatry programs with an educational, supportive and therapeutic focus within a community services, not for profit or similar organisation.
* Demonstrated ability to work with a multi-disciplinary team.
* Demonstrated effective oral and written communication skills.
* Knowledge of continuous quality improvement processes and standards in a clinical setting.

**Key Accountabilities and Responsibilities**

1. **Accountability: Provision of Podiatry Services**

***Provide podiatry services, including assessment, treatment, therapy and education to clients.***

**Responsibilities:**

* Conduct assessments of client needs, within the Service environment or within the client’s own home.
* Provide treatment and therapy to clients, in a professional manner, with due care and attention to the safety and privacy of the client.
* Develop care plans to meet the needs of the client.
* Liaise with Service team members, medical practitioners, hospitals and other Community Service providers to ensure the provision of outcomes based, client centred care.
* Organise and order podiatry supplies and equipment as needed.
* Provide education and support, within the scope of the role, to clients and carers and other members of the Service Team, to ensure preventative care and early intervention occurs.
1. **Accountability: Administration**

**Responsibilities:**

* Comply with organisational requirements for the accurate and timely completion of documentation and statistics.
* Ensure the efficient and effective use of materials and resources.
* Apply and support others to apply, client centred practice and community engagement principles in the provision of services, ensuring clients are meaningfully involved in all aspects of their care.
* Maintain current clinical records and statistical collection and prepare reports as necessary.

## Accountability: Policies and Procedures

***Work within all Anglicare policies and guidelines***

**Responsibilities:**

* Perform responsibilities in a manner that complies with all relevant legislative, common law, regulatory requirements and SLNS policies and s.
* Knowledge of occupational health and safety requirements to maintain safety of self and client/carer at all times.
* Undertake risk assessments using organisation protocol and documentation.
* Maintain confidentiality of client/carer and staff.
* Actively participate in quality improvement and continuous learning to assist in review of work practices.
* Identify and set boundaries with client/carers at all times.
1. **Other Duties and Requirements**
* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manager or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.