

POSITION DESCRIPTION

Role:	Podiatrist
Banding:	AHP 1-6
Department	Clinical Services
Business Unit:	Therapy Professional Services
Reporting To:	Clinical Operations Manager
Position(s) Under Direct Supervision:	Nil

PURPOSE

Creating inclusive communities for people of all abilities

VISION

To understand connect, and partner with the community to enable customers to achieve their aspirations.

VALUES

Providing excellent customer service

We aspire to being the best and want customers to feel satisfied they are receiving the highest quality support to meet their individual needs.

Looking for better ways

We review our performance and look for ways to improve.

Working together

We understand that underpinning our success is our ability and willingness to work together.

Being professional & accountable

We model professional standards appropriate to our role, whilst demonstrating respect and courtesy in our treatment of others.

1. PURPOSE

As part of an inter-disciplinary team provides contemporary, best practice podiatric services to Rocky Bay customers.

Works collaboratively with customers and their families/carers and key stakeholders to enhance participation and independence.

2. EXPERIENCE & SKILLS

- Demonstrated ability to appropriately apply evidence-based principles and Podiatric skills and knowledge to meet customer needs
- possess an understanding of and experience working within the framework of person/family centred practice
- Ability to research, introduce and promote contemporary best practices related to service delivery
- Excellent communication skills, both oral and written
- A solution focused approach informed by critical thinking and highly developed analytical skills
- Effective time management skills with an ability to prioritise competing demands and complete tasks on time
- Sound knowledge of Occupational Safety & Health legislation and the ability to assess and manage organisational risk

Desirable

- Experience in provision of Podiatry services to people with a disability
- Experience delivering Podiatry services under the NDIS
- Experience working with individuals across all ages with a disability
- Experience working within an interdisciplinary team

3. QUALIFICATIONS & CERTIFICATIONS

- Tertiary qualification in Podiatry including current registration with AHPRA
- Eligibility for Medicare Provider Number
- NDIS Workers Screening
- Department of Education Clearance (no older than 3 months)
- Proof of influenza vaccine or willingness to obtain
- Proof of minimum 3 COVID-19 vaccinations or willingness to obtain
- Current WA Driver's licence
- Current WA Working with Children Check

4. KEY RESULT AREAS

Clinical Practice & Oversight

- Manages own case list ensuring values in action and clinical standards are met
- Delivers billable services to customers, meeting utilisation KPIs as determined by the Line Manager
- Maintains own clinical skills, knowledge and competencies within discipline area to ensure delivery of contemporary clinical practice
- Provides clinical guidance and leadership across the program including with other disciplines

Clinical Governance

- Maintains knowledge of contemporary best practice and clinical standards, nationally and internationally
- Ensures compliance with all relevant legislation and regulations to minimise risk and enhance Rocky Bay brand reputation

- Provides input into reviews and updates of relevant TPS policies, procedures, processes and training material Where required, supports the Team Leader in the allocation of case lists to ensure customer needs are met appropriately

Customer Service

- Effective relationships are developed with peers and colleagues, including relevant external agencies.
- All communications with stakeholders are appropriate by also being culturally respectful and linguistically diverse.

Administration

- Ensure all relevant administration tasks relating to the role are completed in a timely, proficient, and accurate manner, including any employee self service administration.

Teamwork and Contribution

- Function as a role model by consistently following Rocky Bay values and professional behaviour.
- Contribute to positive team culture by actively engaging with team members.
- Identify ways to improve administrative processes and tasks to improve efficiencies and reduce administrative burden.
- Work constructively and cooperatively with managers, peers, and colleagues.
- Attend and participate in staff/team meetings and workshops as required.
- Engage and participate in opportunities to enhance personal growth, team cohesion and development.

Financial Management

- Maintain operations by supporting growth.
- Ensure accurate records are kept.

Governance

- Ensure compliance with all relevant legislation, standards, and regulations to minimise risk and enhance Rocky Bay brand reputation.
- Ensure compliance with organisational data management requirements so that security and integrity of all customer data is upheld.
- Ensure the delegation of authority matrix is always followed.

Work, Health & Safety & Risk Management

- Create a safe work environment for self and colleagues by reporting any concerns that may compromise Rocky Bay's duty of care.
- Perform duties in accordance with WHS policies, procedures, and guidelines.
- Follow safe and appropriate operation of equipment and vehicles.
- Report any concerns that may compromise Rocky Bay's duty of care.

4. AGILITY STATEMENT

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job and may be subject to change. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time as necessitated by business needs.