

Careers that make a difference

# Position Description



<b>Position Title</b>	<b>Podiatrist</b>
<b>Unit / Team</b>	Support, Therapy, Education and Prevention
<b>Reports to</b>	Allied Health Team Leader
<b>Award/Agreement</b>	Allied Health Professionals (Victorian Community Health Centres) (Multi Employer) Enterprise Agreement 2022-2026 and any Fair Work Commission approved replacement agreements.
<b>Classification</b>	Allied Health Professional Grade 1 or Grade 2 (determined by experience)
<b>Salary</b>	Between \$76,607 and \$107,168 (pro-rata) per annum, plus superannuation.
<b>Hours</b>	Ongoing. Full-time or part time negotiable
<b>Location</b>	This position is based in Lakes Entrance but may be required to work across sites.

Gippsland Lakes Complete Health is one of rural Victoria's largest community health organisations, employing over 500 staff and 300 volunteers to deliver health and support services across East Gippsland.

Our vision is for our people and communities to live well. We do this by responding to current and emerging needs - delivering innovative services, information and assistance and collaborating with other health providers for greater impact.

Our purpose is to improve the health and wellbeing of the people of East Gippsland by providing health and social care. We provide these services from seven locations and via outreach to nearby and remote communities. Services include medical, allied health, aged and disability support and in-home services, family support and counselling, early education and childcare, and specialist health services.

As a not-for-profit organisation built on strong values since 1975, our people are our greatest asset. We have created a positive and supportive workplace with solid leadership and a communicative approach and offer flexibility, a healthy work-life balance, professional development, and career advancement opportunities.

Equity, diversity, and inclusion are at the core of who we are. We welcome all people irrespective of ethnicity, faith, sexual orientation and gender identity, and have established a safe and inclusive environment for staff and visitors. For more information about us, visit [gchc.org.au](http://gchc.org.au).

## Our Values

Our work is informed by our values. We are:

Compassionate
<ul style="list-style-type: none"><li>• We are caring and kind to people and the planet</li><li>• We work respectfully and with integrity</li><li>• We build trust through listening and understanding.</li></ul>

Inclusive
<ul style="list-style-type: none"><li>• We exist to support the health and wellbeing for everyone in our community</li><li>• We celebrate and value diversity</li><li>• We are ethical, honest, reliable and fair.</li></ul>

Courageous
<ul style="list-style-type: none"><li>• We are progressive and collaborative</li><li>• We are creative and resourceful</li><li>• We are not afraid to try new things for the benefit of our community.</li></ul>



Equity, diversity, and inclusion are at the core of who we are. We welcome all people, irrespective of ethnicity, faith, sexual orientation and gender identity, and have established a safe and inclusive environment for staff and visitors. We are committed to continuously advancing our understanding and practice of self-determination, reconciliation, intersectional inclusion, equity, and social justice. We embrace and celebrate the diversity of individuals' physical and cognitive abilities, mental health status, cultural heritage and ethnicity, gender identity, sexual characteristics and orientation, age, and spiritual or faith-based beliefs or non-beliefs.

## Unit Profile

The Support, Therapy, Education and Prevention (STEP) unit provides an extensive range of allied health, education and support services to people of all ages, abilities and conditions. Services include:

- occupational therapy
- speech pathology
- podiatry
- paediatric allied health
- health promotion and prevention programs
- physiotherapy
- dietetics
- exercise physiology
- hand therapy
- social support groups

The unit also operates a Children's Centre in Lakes Entrance which offers long day care, 3 and 4 year old kindergarten, and out of school hours care to local families

## Position Summary

This is a well-supported position working with a team of podiatrists and qualified allied health assistants, and forms part of a larger multidisciplinary allied health team.

You will deliver a quality podiatry service to all community members. The role includes assessment and diagnosis of existing and new conditions, wound care, advice and management for people with chronic disease, general foot care, nail surgery, orthotics and footwear advice.

Formal supervision and professional development structures are in place and there is access to experienced clinical supervisors. These structures will support the development of sound clinical skills, growth, and development in podiatry practice.

You will have opportunity to be involved in quality improvement projects and being innovative within your role is highly encouraged.

## Key Responsibilities

- Deliver high quality, evidence-based podiatry to all community members.
- Promote and apply the principles of primary health care to assist the client manage their health.
- Actively participate in case conferences/care planning meetings and external forums to ensure an integrated and effective service development response for the client.
- Participate and contribute to professional development within the podiatry team.
- Provide supervision and support to allied health assistants in line with the Supervision and Delegation Framework.
- Actively participate in supervision in line with organisational policy.
- Maintain up to date client records and complete statistical data.
- Work independently when required, managing and coordinating your own case load.
- Participate in program evaluation, quality improvement and service development projects within the podiatry team.
- Actively participate in organisational, Unit and team development activities as required
- Other duties as directed.



## Other Responsibilities (All Staff)

1. **Our Values:** We require all employees to act in a way that aligns with our values.
2. **Quality and Risk Management:** Actively participate and incorporate continuous quality improvement and sound risk management principles in all aspects of the role.
3. **Professional Development and Education:** Actively participate in relevant professional development and educational activities as required, including regular performance reviews.
4. **Workplace Health and Safety:** Carry out your duties in a manner that does not adversely affect your health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve health and safety.
5. **Diversity:** Recognise, value, and respect the diversity of our clients and staff and be inclusive of all community members. Promote accessibility and disability, Aboriginal reconciliation, and Rainbow Tick Accreditation.
6. **Teamwork:** Work proactively with all team members to support the organisation and its strategic aims.
7. **Compliance:** Adhere to all GLCH policies, procedures, and regulatory and legal requirements.

## Position Requirements

<b>Qualifications</b>
<ul style="list-style-type: none"><li>• Bachelor of Applied Science in Podiatry and eligibility for registration with the Podiatry Registration Board of Australia.</li></ul>
<b>Essential Experience and Skills</b>
<ul style="list-style-type: none"><li>• Demonstrated knowledge of current podiatry practices and outcomes.</li><li>• Demonstrated understanding of current policy and practice direction in regard to initial identification of needs, assessment, care planning and service coordination.</li></ul>
<b>Also required:</b>
<ul style="list-style-type: none"><li>• Excellent written and verbal communication skills.</li><li>• Well-developed interpersonal skills and the ability to communicate effectively with people from diverse organisations and communities.</li><li>• Ability to work both independently and cooperatively in a team environment.</li><li>• Demonstrated organisational skills with the ability to plan, organise, set priorities and meet deadlines.</li><li>• Attention to detail.</li><li>• A positive attitude with a customer service focus and problem-solving mindset. Be flexible, adaptable, and resilient.</li><li>• Sound computer skills (particularly in the Microsoft Office Suite) and a willingness to learn and adapt to technology platforms relevant to the role.</li><li>• Willingness to adhere to all GLCH policies, procedures, and regulatory and legal requirements.</li></ul>



## **Mandatory Checks, Certificates and Licenses**

Employment in this role is subject to the following:

1. Satisfactory completion of a Police Check and Working with Children Check (GLCH to cover fees).
2. Satisfactory completion of a NDIS Worker Screening Check (cost reimbursed upon completion of 6 months employment)
3. Evidence of current Victorian drivers licence.
4. Evidence of current practising certificate/s
5. Evidence of qualification
6. Medicare Provider Number (Allied Health Professionals - we will assist with this process upon commencement. Please note that any income generated under a provider number linked with GLCH employment will be assigned to GLCH)

## **Benefits of joining our team:**

- Salary packaging benefits are offered to part-time and full-time employees. Packaging options include living expenses up to \$15,900 per year (rent, mortgage, credit card payments), meal entertainment benefits up to \$2,650 yearly, remote area housing, and novated leasing.
- Five weeks annual leave, plus the option to purchase additional annual leave
- Employee Assistance Program (confidential counselling support and advice)
- Flexible working arrangements by negotiation, including working from home where practicable
- 7 days (pro-rata) of professional development leave; GLCH scholarships to advance your career; in-house professional development; and regular professional supervision
- Free gym access (Lakes Entrance site)
- Corporate memberships for the local council-run gyms
- Relocation assistance (conditions apply)
- Access to RWAV professional development scholarships to the value of \$10k (conditions apply)
- Phone and laptop provided
- Access to a fleet car whilst traveling for work

## **Additional Information**

1. We are an equal opportunity employer.
2. Aboriginal and Torres Strait Islander people and those who speak languages other than English are encouraged to apply.
3. We are a child safe organisation and are committed to the safety, wellbeing, and inclusion of all children in accordance with the Child Safe Standards.
4. We are committed to aligning our practice, policies, and systems to the Multi-Agency Risk Assessment Management (MARAM) framework and recognising family violence as a health issue.
5. All ongoing part-time and full-time positions are subject to a 6 month probationary period.



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