



<b>Position Title</b>	<b>Podiatrist</b>
<b>Unit</b>	Support, Therapy, Education and Prevention
<b>Reports to</b>	Executive Manager
<b>Direct Reports</b>	N/A
<b>Mode of Employment</b>	Ongoing
<b>Hours of Work</b>	Full time or part-time negotiable
<b>Award / Agreement</b>	Allied Health Professionals (Victorian Community Health Centres) (Multi Employer) Enterprise Agreement 2022-2026 <i>and any Fair Work Commission approved replacement agreements.</i>
<b>Classification</b>	Allied Health Professional Grade 1 to Grade 2, depending on experience
<b>Remuneration</b>	Between \$74,016 and \$103,544 (pro-rata) per annum, plus superannuation.
<b>Salary Packaging</b>	A range of salary packaging benefits are offered to part-time and full-time employees. Salary packaging results in a lower taxable income, meaning you pay less tax and increase your take home pay.  Packaging options include living expenses up to \$15,900 per year (rent, mortgage, credit card payments); meal entertainment benefits up to \$2,650 per year; remote area housing; and novated leasing. More information is available on request.
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>• Relocation assistance maybe provided</li> <li>• Professional development support</li> <li>• Options to purchase additional annual leave</li> <li>• Access to our onsite gym (Lakes Entrance site)</li> <li>• Corporate memberships for the local council-run gyms</li> <li>• Employee Assistance Program</li> <li>• Flexible working arrangements by negotiation</li> </ul>
<b>Location</b>	Primarily based in Lakes Entrance but may be required to work at other GLCH sites. <i>Our work takes place on the traditional lands of the Gunaikurnai people of Gippsland.</i>
<b>Probationary Period</b>	A six-month probationary period will apply.

Gippsland Lakes Complete Health (GLCH) is a not-for-profit organisation that's been helping East Gippsland residents to live well for more than 40 years.

We're one of the region's most high-profile health and support service providers with more than 450 staff, 400 volunteers, and an annual budget in excess of \$34 million.



Our services are delivered through five locations in Lakes Entrance, Bairnsdale, Bruthen, Metung and Nowa Nowa, as well as via outreach to nearby and remote communities.

Our services fall into one of five departments, each of which boasts a strong multi-disciplinary approach. They are Aged and Disability Services; Clinical and Nursing Services; Support, Therapy, Education and Prevention; Family Youth and Children's Services; and Corporate Services.

GLCH is committed to inclusive practice, particularly for Aboriginal, LGBTQI+ and disability communities. We take a lead role in reconciliation, in social and service planning initiatives with local government and the primary care partnership, and in-service developments including chronic care, early year's development, and integrated health promotion.

We are a reputable, influential organisation that's committed to collaboration with other health providers for greater impact. We're passionate about ensuring we have the right people, capability and culture to deliver our promises, both now and in the future. More information about GLCH is available on our website [glch.org.au](http://glch.org.au).

## Unit Overview

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The STEP unit provides therapy and support for people of all ages, abilities, and conditions. The Allied Health team includes:

- Occupational therapy
- Physiotherapy
- Speech pathology
- Dietetics
- Podiatry
- Allied Health Assistants
- Personal Training
- Exercise physiology
- Art therapy
- Hand therapy
- Allied health paediatric services

A well-equipped health promotion team delivers prevention programs for specific populations, whilst opportunities for social support to create/sustain connections among community members through a range of social support groups. The Allied Health team deliver's evidence-based programs for specific populations and/or health conditions such as; rehabilitation, pulmonary rehabilitation, falls prevention, GL:AD, PD Warrior and more.

The unit also delivers early education and long day care at the GLCH Children's Centre in Lakes Entrance. This includes funded three and four-year-old kindergarten, as well as before and after school programs. The Children's Centre prides itself on offering unique programs that take advantage of the local surrounds such as Coastal Kinder and the Stephanie Alexander Kitchen Garden Program.

## Position Summary

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This well-supported position is responsible for the delivery of 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; nail and basic foot care; orthotics and footwear advice.

This role forms part of a podiatry team including a podiatrist and qualified podiatry allied health assistants and is part of a larger multi-disciplinary unit providing a coordinated and quality Allied Health service.

## Position Responsibilities

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- Provide quality, evidence-based podiatry to all community members.
- Provide supervision, training and support to Allied Health Assistants in line with the Supervision and Delegation Framework.
- Actively participate in, or where necessary convene, case conferences/care planning meetings and external forums to ensure an integrated and effective service response for the client.
- Promote and apply the principles of primary health care to assist the client manage their health.
- Work independently when required, managing and coordinating your own case load.
- Maintain up to date client records and complete statistical data in accordance with government requirements and GLCH standards.
- Actively participate in team meetings and planning.

## Other Responsibilities

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- **Quality and Risk Management:** Actively participate and incorporate continuous quality improvement and sound risk management principles to all aspects of the role and in accordance with GLCH policies.
- **Professional Development & Education:** Actively participate in relevant continuing professional development as required. Participate in educational activities relevant to the role within GLCH.
- **Workplace Health and Safety:** Ensure a safe working environment is maintained to GLCH staff and clients.
- **Diversity:** Recognise, value and respect the diversity of our clients and staff and be inclusive to all members of our community.
- **Teamwork:** Work proactively with all members of the Support, Therapy, Education and Prevention team in supporting the Unit and its strategic aims.

- **Compliance:** Adhere to all GLCH policies, procedures and regulatory and legal requirements.

### Position Requirements

Police Check required Note: GLCH will not discriminate on irrelevant criminal history.	Yes, upon initial appointment, then every three (3) years
Working with Children Check required	Yes, and required to advise the Department of Justice within 21 days of commencing with GLCH. Renewal due every five years.
Medicare Registration provider number required	Registration with Medicare will be required for this position and GLCH 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.
Professional Registration required	<b>Provision of Professional Registration Number required prior to finalisation of appointment and on renewal</b>
NDIS Worker Screening Check	Yes - satisfactory check required prior to commencement. Visit <a href="http://www.vic.gov.au/ndis-worker-screening-check">www.vic.gov.au/ndis-worker-screening-check</a> for more information. Please note that you will be required to pay for the upfront cost of this check. GLCH will reimburse this cost when you have completed 6 months of employment.
Driver's Licence required	Yes - current Victorian driver's licence

### Key Selection Criteria

Qualifications and Experience		
1	Bachelor of Applied Science in Podiatry and eligibility for registration with the Podiatry Registration Board of Australia.	M
2	Demonstrated knowledge of current podiatry practices and outcomes.	M
Skills, Knowledge and Attributes		
3	Demonstrated understanding of current policy and practice direction in regard to initial identification of needs, assessment, care planning and service coordination.	M
4	Demonstrated skills in time management, workload management and negotiation.	M
5	Ability to work both independently with initiative and enthusiastically within a team setting.	M
6	Proven ability to liaise with a variety of service providers, professionals and clients both internal and external to our service.	M
7	Demonstrated experience in group facilitation skills and an understanding of the principles of self-management.	D

M = Mandatory

D = Desirable

### **Additional Information**

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1. GLCH is an equal opportunity employer.
2. Aboriginal and Torres Strait Islander people, and those who speak languages other than English are encouraged to apply.
3. GLCH is a child safe organisation and is committed to the safety, wellbeing, and inclusion of all children, in accordance with the Child Safe Standards
4. GLCH is committed to align our practice, policies and systems to the Multi Agency Risk Assessment Management (MARAM) framework and recognises Family Violence as a health issue.

### **Relationship to Performance Development and Review Plan**

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This position description operates in conjunction with and forms part of the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

### **GLCH Values**

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Our work is informed by our values which include:

#### **Courage**

- We are progressive and collaborative
- We are creative and resourceful
- We are not afraid to try new things for the benefit of our community

#### **Inclusion**

- We exist to support the health and wellbeing for everyone in our community
- We celebrate and value diversity
- We are ethical, honest, reliable and fair

#### **Compassion**

- We are caring and kind to people and the planet
- We work respectfully and with integrity
- We build trust through listening and understanding

We require all employees to perform in a way that is in line with these values.



## Application Details

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For further information please contact Ainsleigh Whelan on 5155 8300 or [ainsleighw@glch.org.au](mailto:ainsleighw@glch.org.au)

Applications are to include a covering letter; resume (including 2 professional referees). Applications are to be submitted online at <https://careers.glch.org.au/>

### Privacy Notice:

*Gippsland Lakes Complete Health respects your privacy. Any personal information collected during the recruitment process will be stored securely and only be used and shared for the purpose for which it was collected. Please contact the Human Resources Team if you require further information – [humanresources@glch.org.au](mailto:humanresources@glch.org.au)*