POSITION DESCRIPTION: Podiatrist

Position Details

Position Title: Podiatrist
Employment Status: Full time
Salary Range: Pending qualification and years of experience (base salary $71,895 - $85,800), 5 weeks annual leave (17.5% leave loading), professional development allowance, superannuation, salary packaging available
Reports to: Allied Health Team Leader – Senior
Positions supervised: Assist with supervision AHA
Location: Mount Isa – will require some travel to other remote communities across the North West and Lower Gulf of Carpentaria region

About Gidgee Healing

Gidgee Healing (‘Gidgee’) is an Aboriginal Community Controlled Health Service, with our strategic direction determined by a Board of Directors comprising Aboriginal people from across the region, as well as two skills-based Directors. Gidgee’s organisational mission and vision statements demonstrate a commitment to providing holistic and culturally appropriate health services, underpinned by a philosophy of community participation, and a strong focus on care coordination.

Gidgee is the only Aboriginal Community Controlled Health Service representing the health needs of the Aboriginal people residing in the Mount Isa, North West and Lower Gulf regions of Queensland, with the primary aim of supporting Aboriginal communities’ own solutions to living long healthy lives; strengthening our culture; and regaining our spirit. Gidgee’s service footprint is now the largest single Aboriginal Community Controlled Health Service provider land area in Queensland, spanning approximately 640,000 km2 and including some 11,000 Indigenous persons. Our service area comprises 20 Native Title group land areas; 12 Local Government Areas; the two Queensland State seats of Mount Isa and Gregory; and two House of Representative Divisions, Kennedy and Maranoa. It also includes two Hospital and Health Service regions (Central West and North West) and shares its boundary with the Western Queensland Primary Health Network (WQPHN).
Gidgee provides a broad range of primary health care services to Aboriginal and Torres Strait Islander people across the region; including GPs, Nursing; Aboriginal Health Workers / Aboriginal Health Practitioners; Allied Health professionals; Maternal and Child Health; and visiting Medical Specialists. Gidgee also provides a range of family-focused Mental Health and Wellbeing services, as the lead agent for both headspace Mount Isa and the Normanton Recovery and Community Wellbeing Service. Gidgee is currently experiencing a period of very strong organisational growth; expanding the scope and frequency of the services it provides across the Mount Isa and Lower Gulf regions. A significant proportion of the Primary Health Care and Maternal and Child Health Services historically provided by mainstream providers across the region are now transitioning to a community-controlled model of care to be delivered by Gidgee Healing.

Position Summary

The position is responsible for working in conjunction with a small multi-disciplinary team in the delivery of culturally appropriate Podiatry services to the Aboriginal and Torres Strait Islander community, including chronic disease self-management and rehabilitation.

The role will entail outreach service delivery from clinic-based and community-based settings, both in Mount Isa and outreach to the communities of Mornington Island, Doomadgee, Burketown, Normanton and Karumba.

Duty Statement and Key Responsibilities

Provision of Clinical Care

- Provide high quality podiatric assessment and intervention for clients within the context of Primary Health Care in a professional, confidential and culturally safe manner, in keeping with accepted best practice standards
- Ensure integrated service delivery and follow up, coordinating and communicating as required with other relevant internal, visiting, and external providers
- As a member of a multidisciplinary team the position will undertake assessments of clients, determine individual capabilities and apply professional expertise to enhance independence and quality of life
- Within a multidisciplinary environment support a culture of holistic assessment treatment and evaluation of clients, group programs and health promotion activities
- Ensure infection control guidelines are followed
- Provide follow-up monitoring and care as directed through health assessments and / or GPMP / TCAs
- Deliver health promotion and educations sessions regarding chronic disease self-management to clients, including information on foot care and footwear and in-service education in areas relevant to podiatry service provision as required
- Incorporate a holistic approach to health care that incorporates health promotion activities according to community and organisational priorities
- Ensure information is recorded accurately and in a timely manner in the electronic health record system, and that records are maintained in accordance with AGPAL standards
- Ensure maintenance of privacy and confidentiality in relation to client information
- Actively maintain knowledge of the application of the MBS relevant to your job role and ensure information about completed MBS items is effectively captured for accurate processing of claims

Data Administration
- Maximise Medicare billings / claims through effective and timely clinic and patient records processes
- Maintain accurate client records, including the collection and collation of statistical information in order to forecast demand for services and allocation of budgets
- Provide periodic performance and evaluation reports to the Allied Health Team Leader as required

Self-Management and Team Contribution
- Maintain confidentiality in line with Code of Conduct and comply with all Gidgee Healing Policies and Procedures
- Work as part of a multi-disciplinary team including GPs, Aboriginal Health Workers and Allied Health staff
- Act as a resource to support, mentor and develop AHAs, AHWs and other members of the health team and provide in-service education in areas relevant to Podiatry service provision as required
- Provide input into the development of clinical practices, procedures and protocols within the work area
- Participate in quality and service improvement activities to continually improve client care
- Comply with all professional development requirements for maintenance of registration with the Podiatry Registration Board of Australia
- Participate in scheduled performance appraisals; undertake further training and skills development identified for optimum ongoing performance in the job role
- Actively participate in continuing education opportunities provided through the organisation
- Participate in regular clinical and cultural supervision
- Follow all safety procedures and contribute to a safe work environment
- Work within a legal and ethical framework
- Streamline procedures for seamless client care within Gidgee Healing and with external providers
- As an employee, work in a healthy and safe manner and encourage others to do the same; comply with all warning and safety signage; report or rectify any unsafe conditions; adhere to Gidgee Healing’s Workplace Health and Safety policies and procedures

Foster Linkages
- Work to foster productive relationships with all clinic, program and support staff
- Work to foster productive working relationships with relevant government departments, hospitals, key providers and other specialist providers including network with podiatry services and other organisations within the region

Please note that the duties outlined in this position description are not exhaustive, and only an indication of the work of the role. The organisation can direct you to carry out duties which it considers are within your level of skill, competence, training and scope of practice.
Key Performance Indicators

This position has Key Performance Indicators (KPIs) aligned to it and are a requirement of the position. These will be determined by the line manager.

Performance evaluation will be undertaken prior to completion of any specified probationary period, then annually. Performance appraisal will include but not be limited to the Key Performance Indicators identified for this position.

Selection Criteria

Below are the essential (unless otherwise indicated) qualifications and experience a person requires in order to successfully fulfil the responsibilities of this position. An applicant must provide specific information and examples of how you can meet each of these criteria in your application in order to be considered for this position.

1. A comprehensive understanding of the health issues impacting the lives of Aboriginal and Torres Strait Islander people and a strong commitment to improving health outcomes
2. Demonstrated understanding and commitment to the philosophy and practice of an Aboriginal Community Controlled Health Service and the ability to work sensitively and effectively with Aboriginal and Torres Strait Islander people
3. Demonstrated skill in working in a primary care setting, in particular the ability to work as part of a multidisciplinary team with a sound understanding of your role as podiatrist in chronic disease self-management for clients
4. Experience in providing assessment, case management and podiatry services to Aboriginal and Torres Strait Islander people is highly desirable
5. Demonstrated ability to work with minimal supervision
6. Clinical expertise
7. Demonstrated ability to engage in supervision of students at undergraduate levels and less experienced staff in Indigenous primary health care contexts
8. Demonstrated effective verbal and written skills with particular emphasis on interpersonal communication skills, establishing trust and rapport, maintaining confidentiality and record keeping
9. Demonstrated competence in use of information technology, internet and desktop applications; e.g. electronic client record systems, Outlook, Word, Excel and database packages

Qualifications / Experience
Appointment to this position requires proof of qualification and registration or membership with the appropriate registration authority or association. Certified copies of the required information must be provided to the appropriate supervisor / manager, prior to the commencement of clinical duties.

- Relevant tertiary qualifications and registration with AHPRA as Podiatrist with currency of practice
- Demonstrated ability to comply with the profession’s code of ethics and function in accordance with legislation affecting podiatry practice maintenance of registration with the Podiatry Board of Australia
- Experience in providing assessment, case management and podiatry services to Aboriginal and Torres Strait Islander people is highly desirable

**Practical Requirements**

- Current C Class Drivers Licence (QLD) – essential
- Immunisation requirements – It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases: measles, mumps, rubella, varicella, hepatitis B, hepatitis A and pertussis (whooping cough) during their employment
- Current CPR and First Aid Certificate
- Current Blue Card (Working with Children and young people) or willingness to apply for a Blue Card
- Satisfactory Police Check
- Current Medicare Provider Number or capacity to obtain
- Willingness to work flexible hours as required, including the requirement to travel, work and stay overnight for up to several days at a time in remote areas
- Willingness to travel by road and small planes

**Endorsement and Approval**

Position description approved by Chief Executive Officer:

Signature: ENDORSED Date: