



**Swan Hill
District Health**



Inclusive

Compassionate

Progressive

Accountable

Allied Health Assistant - Podiatry (part time 0.5EFT)

For an individual enrolling in Charles Sturt University's new hybrid model Bachelor of Podiatric Medicine

Interested in a dynamic career in healthcare? Podiatry offers diverse and innovative job opportunities, meaningful ways to make a difference, exciting career paths and financial stability.

Swan Hill District Health (SHDH) Podiatry Department is excited to announce the innovative new position vacant of part time Allied Health Assistant - Podiatry for an individual enrolling in the first hybrid podiatry course in Australia – Bachelor of Podiatric Medicine at Charles Sturt University (CSU).

Complete your podiatry qualification in four years of online study, combined with practical experience in the SHDH Podiatry Department, and six intensive blocks (5–10 days each) at the CSU Albury-Wodonga campus. Learn more about this innovative course and entry requirements at <https://study.csu.edu.au/podiatry>

The Allied Health Assistant - Podiatry will support the podiatrists with both clinical and administrative duties, and will evolve with the successful applicant's course progression.

See detailed position description and selection criteria below. Further information is available from Stacey Gillingham, Podiatry Manager on 03 5033 9390 or email sgillingham@shdh.org.au.

Applications addressing the selection criteria and including the names of three referees along with a completed Application for Employment Form should be forwarded to the People and Culture team, Swan Hill District Health, PO Box 483, Swan Hill, 3585 or by email to employment@shdh.org.au.

All documents are located on our website at [SHDH jobs](#)

About us: Swan Hill District Health is a 143 bed (including Aged Care), fully integrated rural public health facility servicing a greater community of around 35,000 people. Our vision at Swan Hill District Health (SHDH) is to provide clear, connected care, best experience for our community.

SHDH is a compassionate, family friendly employer where every employee is a valued team member. Inclusive of a perfect work/life balance, SHDH also provides:

- A supportive and dynamic workplace
- Professional Development opportunities
- Employee Assistance Program
- Discounted Corporate gym memberships
- Salary Sacrifice/Packaging

Swan Hill District Health is an equal opportunity employer committed to diversity and inclusion. We welcome applications from Aboriginal and Torres Strait Islander people, people with diverse cultural and linguistic backgrounds and people with disability.

Closing Date: 14th November 2025

Position:	Allied Health Assistant – Podiatry
Classification:	IN28
Department:	Podiatry
Reports to:	Podiatry Manager Podiatrists
Position Summary:	The Podiatry Allied Health Assistant (AHA) works within the Podiatry team, performing a wide range of duties to support and assist the work of the podiatrists, in tasks they are delegated and supervised with, according to their grade level and for clients across the continuum of the health service.
Responsibilities:	The AHA performs work of a general nature under the supervision of a podiatrist. They may also be studying Bachelor of Podiatric Medicine through Charles Sturt Universities new hybrid model. Client care: • Once adequately trained, complete routine nail care, other foot care as directed, and appropriate assessments • Work collaboratively and liaise with a range of health professionals to deliver and coordinate high quality health care to clients • Gathers information from the client and significant others for the podiatrist to assist in their care. • Seeks appropriate information from the podiatrist and medical record prior to client service, and record appropriate documentation in the medical record following service provision. • Prepares for client sessions by gathering equipment and materials and preparing the environment. • Assists with patient assessment and treatment under the direction and supervision of qualified podiatrists. • Observes and reports changes to the client's condition to the podiatrist, and appropriately documents all interventions and changes in the patient's medical record. • Deliver podiatry related education to individuals and appropriate groups. Administration: • Completes relevant paperwork associated with client management, referrals, appointments and any follow up that may be required. • Maintain regular, timely and accurate statistical input into relevant client databases • Maintains a clean and tidy department, including the cleaning of departmental equipment. • Assists with stock monitoring and stock ordering. • Assists in maintaining sterile instrument levels. • Participates in department meetings (and other meetings as directed), quality improvement activities and professional development activities. • Undertake administrative duties including maintaining waiting lists, making appointments, typing minutes of meetings, and other administrative duties as required • Assists in prioritising workload with podiatrists. • Participates in regular supervision with podiatrists. • Any other duties as delegated by the relevant staff.

	All AHAs are required to work within the scope of practice defined by the role and communicate their own limits of competency to the supervising allied health professional.
Key Selection Criteria:	Qualifications/Credentialing Requirements: • Current National Police Check. • Working with Children's Check. • Evidence of immunisation records/history as part of the Health Services Act 1988, 2020 Amendment (Mandatory Vaccination of Healthcare Workers), through either documentation or copy of serology report. It is required that there is immunization for all vaccine preventable illnesses. Essential Key Selection Criteria: • Excellent communication skills • Demonstrated knowledge of the role of podiatrists. • Proven ability to communicate and work effectively within teams, including problem solving skills and initiative. • Demonstrated interest in further professional development and continuing education including evaluation of own performance. • Able to use a range of information technology applications. • Demonstrated ability to maintain a high standard of client service. • An ability to work independently and as part of a multidisciplinary team Desirable • Enrolled in, or willing to study Podiatry • Understanding of the public health system, health care and medical terminology. • Victorian Driver's Licence.
Salary/Award:	HEALTH AND ALLIED SERVICES, MANAGERS AND ADMINISTRATIVE WORKERS (VICTORIAN PUBLIC SECTOR) (SINGLE INTEREST EMPLOYERS) ENTERPRISE AGREEMENT 2021-2025 0.5EFT = 20 hours a week
First Nations:	Swan Hill District Health would like to acknowledge First Nations communities of Wamba Wamba, Wadi Wadi, Barapa Barapa, Latji Latji and the Tatti Tatti people on whose land, we work and live. We pay respect to all Elders past and present and honour their connection to the land and water.
Infection Control:	• Each staff member has a responsibility to minimize exposure to incidents of infection/cross infection of residents, staff, visitors and the general public. • The risk minimization strategies are to be supported by all staff adhering to the Infection Control Manual policies, procedures and guidelines.
Continuous Quality Improvement:	• Each staff member is expected to demonstrate a commitment to best practice. • All staff shall take responsibility for their own practice and share responsibility for creating and maintaining a system that provides safe, high quality health care. • All staff will participate in quality improvement activities aimed at improving patient outcomes and maintaining accreditation standards. • It is the responsibility of every staff member to be familiar with Health Service-wide and specific Department Policies & Protocols.

Person Centered Care:	The Health Service supports in its values the philosophy of Person Centered Care to ensure all people, including health service providers, clients, their carers and family members are respectfully cared for and encouraged to participate in the provision of quality health care. We recognise diversity is part of every person & as such providers of health care must be actively involved in developing models of care that are person centered.
Child Safety:	All children have the right to feel and be safe. Keeping children safe is everyone's responsibility. SHDH is committed to providing a child safe environment where children are safe and feel safe, and where their voices are heard about the decisions that affect them. SHDH have zero tolerance to child abuse. Each employee has a responsibility to adhere to this requirement. Any breach of this standard will result in disciplinary action.
Our Purpose:	Connected Care / Best Experience SHDH commits to meet the growing health care needs of our community through our new vision to provide better connected care and to achieve the best care experience.
Privacy and Confidentiality:	SHDH are committed to protecting patient and staff privacy and confidentiality, as it is an important aspect of our commitment to providing high quality services. In accordance to both the Health Records Act and the Information Privacy Act, information should only be used and disclosed for the primary purpose of its collection. Each employee has a responsibility to adhere to SHDH's Privacy and Confidentiality Policy, as it is a condition of employment. Any breach of the rules of privacy and/or confidentiality relating to health service business, patients or medical records will result in disciplinary action.
Mandatory Training:	All employees must be aware of and complete designated mandatory training within the required time frame.
Safety:	RESPONSIBILITIES: It is the responsibility of every staff member to: • Take reasonable care for your safety and the safety of others while at work. • Report accidents, incidents and potential hazards as soon as reasonably practicable to your supervisor and record on VHIMS reporting system. • Advise your supervisor if you have an injury or illness that may affect your ability to perform the inherent requirements of your position. • Be familiar with emergency and evacuation procedures as detailed in the Emergency Procedures Manual. • Complete all Mandatory training requirements as identified and directed. • Comply with the Occupational Health and Safety Act and all SHDH O.H. & S. online Policies and Procedures.
Asset Management:	Staff with asset management responsibilities are required to adhere to the Asset Management Policy and Protocols.
Review:	Completion of My Work Plan on a yearly basis.

Previous Revision dates:	June 2025
Current:	September 2025
Managers Name:	Stacey Gillingham
Managers Signature:	
Employees Name:	
Employees Signature:	



The Application for Employment form is required to be submitted with the following documents:

- ☐ Covering letter in support of application
- ☐ Response to Key Selection Criteria
- ☐ Applicants Curriculum Vitae

Position Applying for

General Information

Name

Address

Contact

Home phone

Mobile

Email

Are you of Aboriginal/Torres Strait Islander Origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander
(This question is voluntary)

Do you wish to be identified under this category? ☐ Yes ☐ No

Are you an Australian Citizen or Permanent Resident: ☐ Yes ☐ No Date of Grant/...../.....

If no, what is your current Visa Status – Visa type Expiry date/...../.....

Place/Country of issue: Issue Number:

Do you require sponsorship? ☐ Yes ☐ No

Conditions of Employment

Employment conditions are governed by the relevant Public Sector Health Industry Awards and EBAs relevant to the position applied for:

Initial employment is subject to:

- 6 months' probationary period (with a review at 3 months.)
- Requirement to work any shift
- Requirement to work in any department as required

Hours of Work – (Availability)

Discipline/Misconduct

Have you experienced discipline or misconduct action at any previous employment? ☐ Yes ☐ No

If **Yes**, please provide details:

Police and Working with Children Checks

Satisfactory Police Checks, and in some areas, Working with Children Checks are mandatory at the point of employment.

If you have a current Police Check and/or Working with Children Check, please show the check identifying numbers and the date of issue: _____

Upon engagement, you will be required to provide the necessary information to complete a Check. Please note that it is a condition of employment that you maintain a current satisfactory Police Check and, if required, Working with Children Check.

Pre-existing Health and Injury Declaration

Swan Hill District Health (SHDH) is committed to achieving a safe working environment for all employees. As part of this, it is our objective to ensure potential employees are not required to work in duties that they are not able to perform safely. As part of the application process for employment with SHDH, we request you to disclose any pre-existing injury or disease which may be adversely affected by the performance of the inherent requirements of the position you have applied for – as described in the Position Description for the position.

Pursuant to S.41 (1) and (2) of the *Workplace Injury Rehabilitation and Compensation Act 2013*, you are required to disclose to SHDH any pre-existing injury or disease that you have suffered of which you are aware, and could reasonably be expected to foresee, could be affected by the nature of this proposed employment.

Failure to make a disclosure, or the making of a false or misleading disclosure, would disentitle you to compensation pursuant to the *Workplace Injury Rehabilitation and Compensation Act 2013* should you suffer any reoccurrence, aggravation, acceleration, exacerbation or deterioration of your pre-existing injury or disease arising out of, or in the course of, or due to the nature of with SHDH. SHDH will rely upon any failure to disclose in accordance with the provisions of the *Workplace Injury Rehabilitation and Compensation Act 2013* as grounds for denying compensation in accordance with S.41 (1) and (2).

Should any alteration, change or rearrangement be necessary to enable you to carry out the inherent requirements of the position, we also request that you disclose these requirements. SHDH is an equal opportunity employer and will arrange any reasonable adjustment to enable a person with a disability to perform the inherent requirements of the position and therefore compete equally with other applicants for this position. Please disclose in the place below any pre-existing injury or diseases that you suffer from, or have suffered from, which could be affected by the nature of your proposed employment with Swan Hill District Health.

Disclosure advice: - (to be completed by the applicant)

I confirm that I have read and understood the contents of the above information and state that I have disclosed all relevant information in relation to my health and physical ability to carry out the inherent requirements of this position.

Signature of applicant: _____ **Date:**/...../.....

NOTE: If providing this form electronically, you accept that the information is true and correct by the action of submitting the form. You will be requested to sign the printed version at your interview if you are selected.

Enquiries:

Email address: employment@shdh.org.au

Phone: 03 50339315

Postal Address: PO Box 483 SWAN HILL VIC 3585