



Swan Hill
District Health
Connected Care. Best Experience.



Inclusive

Compassionate

Progressive

Accountable

Podiatrist Grade 1 or Grade 2 Part-time position

An exciting opportunity exists for an enthusiastic Grade 1 or 2 Podiatrist to join a progressive team in a regional health service. New graduates are encouraged to apply. The position is part time – hours to be negotiated with the successful applicant.

About the role:

The Podiatry Department works across a wide range of areas, offering amazing variety in scope of practice.

The outpatient Podiatry clinic is predominantly focused on wound care and high-risk patient groups, but also provides a broad range of services including a joint Tissue Viability Clinic with District Nursing, nail surgery, biomechanics and paediatrics – just to name a few! We also service the Acute ward, Subacute ward, and Residential Aged Care facilities. The progressive Podiatry team now boasts an accredited lymphoedema practitioner, and several staff members working towards becoming endorsed to prescribe scheduled medicines.

This is the perfect role for someone who likes variety and likes a different challenge every day. New graduate applications welcome. There is a structured clinical supervision program and several opportunities for professional development

Come join our Podiatry team and take up an enticing and unique opportunity to work in the public health sector.

About Swan Hill:

Swan Hill is located in rural Victoria approximately 3.5 hours from Melbourne. Swan Hill is a safe place where you will be greeted with a warm smile from our friendly local community. Located on the Murray River, it is a fisherman's dream, and for those with a love of water sports and skiing, picturesque Lake Boga is only a 15-minute drive. The Swan Hill region also boasts a premier golf and country club just across the river at Murray Downs, perfect for golfing enthusiasts.

Want More Info?

For more information on the role please contact Stacey Gillingham on (03) 5033 9390 or

sgillingham@shdh.org.au

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



Position:	PODIATRIST
Classification:	Podiatrist – Grade 1 (year level is dependent on experience)
Department:	Podiatry
Reports to:	Podiatry Manager
Position Summary:	To provide podiatry services to clients of Swan Hill District Health across the service areas including community outpatients, acute, subacute, residential aged care and outreach services. The role focuses on providing appropriate services, in the right setting, increasing the knowledge and skills of individuals in the community around foot health and mobility, deliver safe and comprehensive podiatric services to our high risk clients, and encourage where appropriate individuals to self-manage their own foot health while promoting health and wellbeing for all clients.
Responsibilities:	Clinical • Provide evidence based assessment, re-evaluation, treatment and management of clients accessing services through Swan Hill District Health, throughout the continuum of care. • Provide appropriate, timely and effective clinical management to all patients through assessment, treatment, re-evaluation, legible documentation, team liaison and discharge planning. • Communicate client issues effectively with clients, carers, other team members (departmental and multidisciplinary); discuss and provide realistic goals, which are to be documented and re-assessed regularly. • To increase the knowledge and skills of individuals around foot health and mobility thus empowering clients in the management of their own foot health needs as appropriate. • To actively promote preventative care and early intervention. • To prescribe and modify orthotic devices. • To perform minor surgical procedures when required during the podiatry care of patients. (Under supervision initially) • Display a willingness to develop skills and seek to improve performance through regular supervision with senior podiatry staff and updating own professional development. • To conduct presentations to a wide variety of groups, and organisations, formulating and implementing programmes for special groups. • Ensure effective clinical handover, including appropriate referrals and recommendations for further treatment to external and internal providers in a timely manner as required. • Confidentiality policies and procedures must be adhered to at all times. Community Care • Display adaptability and flexibility to meet the changing operational needs of Swan Hill District Health. • Support the Podiatry Manager in undertaking processes to ensure service targets are met including the collection/documentation of all clinical and non-clinical activity statistics that directly improve access, clinical care, service coordination or efficiency. • Contribute to and support service initiatives aligned to Primary Care including quality improvement and accreditation requirements.

	Departmental • Ensure effective functioning of the podiatry department through the development and implementation of agreed referral procedures, policies and guidelines for service provision where appropriate. • Continually evaluate and modify service delivery in order to meet on-going client and community needs such as through the utilisation of regular Quality Assurance activities. • Attend and contribute to departmental meetings and other meetings (internal and external) as required. • Provide positive input in resource planning (team & equipment). • Contribute to the teaching and training programs of work experience, allied health, nursing/doctor and other professional disciplines within Swan Hill District Health. • Other duties as required when requested by the Podiatry Manager, appropriate to the skill and knowledge level of the position.
Key Selection Criteria:	Qualification/Credentialing Requirements • Recognised University qualification in Podiatry • Current, unrestricted registration with Australian Health Practitioner Regulation Agency (AHPRA). • Current National Police Check. (prior to employment) • Current Working with Children Check. (prior to employment) Essential • Demonstrated ability to provide Podiatry services to a diverse client caseload in a variety of settings. • Excellent English communication (verbal / written) and interpersonal skills. • Excellent organizational, planning and problem solving skills. • Commitment to Evidence Based Practices. • Ability to work independently or as part of a multidisciplinary team. • Must be able to obtain a Medicare Provider number for SHDH site(s) as required and commit to the contracted 100% donation model of MBS and DVA revenue to SHDH. • 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. Desirable • A Current driver's license, and be eligible for Victorian Vehicle License registration. • Knowledge of the Australian public health system. • Good word processing/power-point, data entry and internet search skills.
Salary/Award:	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026.
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:	August 2016, August 2017, September 2018, June 2020
Current:	January 2025
Managers Name:	Stacey Gillingham
Managers Signature:	
Employees Name:	
Employees Signature:	

Position:	PODIATRIST
Classification:	Podiatrist – Grade 2 (year level is dependent on experience)
Department:	Podiatry
Reports to:	Podiatry Manager
Position Summary:	To provide podiatry services to clients of Swan Hill District Health across the service areas including community outpatients, acute, subacute, residential aged care, outreach services. The role focuses on providing appropriate services, in the right setting, increasing the knowledge and skills of individuals in the community around foot health and mobility, deliver safe and comprehensive podiatric services to our high risk clients, and encourage where appropriate individuals to self-manage their own foot health while promoting health and wellbeing for all clients.
Responsibilities:	Clinical • Provide evidence-based assessment, re-evaluation, treatment and management of clients accessing services through Swan Hill District Health, throughout the continuum of care. • Provide leadership and undertake additional responsibilities and duties as delegated by the Podiatry Manager, representing the Head of Department as required. • Provide appropriate, timely and effective clinical management to all patients through assessment, treatment, re-evaluation, legible documentation, team liaison and discharge planning. • Provide clinical leadership within a service delivery area. • Communicate client issues effectively with clients, carers, other team members (departmental and multidisciplinary); discuss and provide realistic goals, which are to be documented and re-assessed regularly. • Evaluate treatment and service provision, making use of objective measures where possible. • Complete multidisciplinary/joint assessments and treatments with other health professionals as required. • To increase the knowledge and skills of individuals around foot health and mobility thus empowering clients in the management of their own foot health needs as appropriate. • To actively promote preventative care and early intervention. • To prescribe and modify orthotic devices. • To perform minor surgical procedures when required during the podiatry care of patients. (Under supervision initially) • Display a willingness to develop skills and seek to improve performance through regular supervision with senior podiatry staff and updating own professional development. • To conduct presentations to a wide variety of groups and organisations, formulating and implementing programmes for special groups. • Ensure effective clinical handover, including appropriate referrals and recommendations for further treatment to external and internal providers in a timely manner as required. • Confidentiality policies and procedures must be adhered to at all times. Community Care

	• Display adaptability and flexibility to meet the changing operational needs of Swan Hill District Health. • Support the Podiatry Manager in undertaking processes to ensure service targets are met including the collection/documentation of all clinical and non-clinical activity statistics that directly improve access, clinical care, service coordination or efficiency. • Contribute to and support service initiatives aligned to Primary Care including quality improvement and accreditation requirements. Departmental • Ensure effective functioning of the podiatry department through the development and implementation of agreed referral procedures, policies and guidelines for service provision where appropriate. • Continually evaluate and modify service delivery in order to meet on-going client and community needs such as through the utilisation of regular Quality Assurance activities. • Attend and contribute to departmental meetings and other meetings (internal and external) as required. • Provide positive input in resource planning (team & equipment). • Contribute to the teaching and training programs of work experience, allied health, nursing/doctor and other professional disciplines within Swan Hill District Health. • To provide clinical supervision for Grade 1 Podiatrists. • To provide supervision for undergraduate Podiatry students. • Other duties as required when requested by the Podiatry Manager, appropriate to the skill and knowledge level of the position.
Key Selection Criteria:	Qualification/Credentialing Requirements • Recognised University qualification in Podiatry • Current, unrestricted registration with Australian Health Practitioner Regulation Agency (AHPRA). • Current National Police Check. (prior to employment) • Current Working with Children Check. (prior to employment) Essential Key Selection Criteria • Demonstrated ability to provide Podiatry services to a diverse client caseload in a variety of settings. • Demonstrated ability to provide leadership and quality improvement in a specified area of Podiatry service. • Excellent English communication (verbal / written) skills. • Highly developed interpersonal skills that incorporate leadership in negotiation and conflict resolution. • Demonstrated interest in further professional development and continuing education. • Excellent organizational, planning and problem solving skills. • Commitment to Evidence Based Practices. • Ability to work both independently and within a multidisciplinary team. • Must be able to obtain a Medicare Provider number for SHDH site(s) as required and commit to the contracted 100% donation model of MBS and DVA revenue to SHDH. • 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. Desirable • A Current driver's license, and be eligible for Victorian Vehicle License registration. • Knowledge of the Australian public health system.

	• Good word processing/power-point, data entry and internet search skills
Salary/Award:	Salary in accordance with Allied Health Professionals (Victorian Public Health Sector) Single Interest Enterprise Agreement 2021-2026.
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:	May & August 2017, September 2018, June 2020
Current:	January 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