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| Position Title: | Podiatrist   |
| Supervisor:     | Services Coordination Manager  |
| Classification: | Allied Health Professionals  |
| Salary:         | P2.1 – P2.4<br>Base Salary: \$98,202 - \$103,192<br>Total Salary: \$109,514 - \$115,079<br>Note: Total salary includes leave loading and superannuation. |
| Location:       | Various Clinic Locations   |
| Date Reviewed   | 03/02/2021   |

### **ROLE PURPOSE:**

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.

As part of a multidisciplinary team provides Podiatry services to patients. Facilitates and promotes patient safety and quality of care. Practices as a Podiatrist as per the Podiatry Board of Australia Policies, Codes and Guidelines and applies evidence-based practice as per relevant national and international guidelines and EMHS policies and guidelines.

This position will also be working within the Top End Diabetes Foot Program, aimed at reducing diabetes foot complications in Aboriginal and Torres Strait Islander populations in the Top End. This position will sit within the 'Active Mob' program and will have strong links to other program service providers, including in the Aboriginal community-controlled sector and the government sector. Please note, any project work related to this position will be supported by the Program Coordinator based at AMSANT.

### **OVERVIEW OF DANILA DILBA HEALTH SERVICE (DDHS) AND THE WORK ENVIRONMENT**

#### **Background**

Established in 1991, Danila Dilba Health Service (DDHS) is a community-controlled organisation providing comprehensive primary health care services to Biluru communities in the Yilli Rreung Region of the Northern Territory.

The mission of DDHS is to improve the physical, mental, spiritual, cultural, and social wellbeing of its clients through innovative comprehensive primary health care programs that are based on the principles of equity, access, empowerment, community self-determination and inter-sectoral collaboration.

### **PRIMARY RESPONSIBILITIES:**

#### **Strategic Imperatives**

Awareness and understanding of DDHS strategic plan.

Contribute to developing and implementing strategies to meeting goals set in the provision of comprehensive primary health care to the Indigenous people of the Greater Darwin Area.

#### **Client Care**

Work in the multi-disciplinary team context supporting clients by providing Information and linkages for DDHS clients.

- Providing appropriate information and assistance consistent with the requirements of the role throughout DDHS Clinics.
- Maintaining quality client medical records
- Understand how the social determinants of health (environment, economic and social inequalities) have a profound impact on the health and wellbeing of Aboriginal and Torres Strait Islander clients.

- Employ a holistic, culturally appropriate approach to the client, drawing out cultural or social issues which may be impacting the client.
- In consultation with other team members, work to develop and implement solutions to client needs (e.g., referral to relevant service providers for support regarding accommodation, finances, well-being, and daily living, etc.)
- Provide information to the broader DDHS Team of the practical realities facing the client to build a culturally sensitive health plan which increases client ownership and self-determination.
- Use sensitive communication (yarning) approaches to check a client's understanding of their issues and any medical treatment or medications required to improve their health.

### **Service Quality and Continuous Improvement**

- Participate in service reviews and evaluations to ensure services are routinely evaluated and stakeholder surveys are undertaken and acted upon
- Contribute to the implementation / review of policies, procedures and required practices.
- Identify issues and problems that may impact on work objectives and modify approach to respond to changes in requirements.
- Contribute to a culture of innovation, quality, and continuous improvement across the organisation.
- Actively participate in DDHS' Continuous Quality Improvement (CQI) processes to ensure improved quality and service delivery outcomes.
- Implement and follow the DDHS incident and complaint investigation policies to ensure feedback drives service delivery improvements.

### **Human Resources Management**

- Participate in cross-cultural education as well as assist and participate in staff induction and orientation.
- Participate in work partnership agreements.
- Participate in relevant training and professional development activities to further enhance skills and knowledge required for the position.

### **Communication and Teamwork**

- Maintain a positive work environment along with harmonious and cooperative relationships with fellow employees, management, and clients.
- Ensure all interactions with clients and staff show appropriate responses to their needs and demonstrate the application of DDHS' code of conduct.
- Contribute to the efficient and effective functioning of the workplace in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by your supervisor.
- Be responsible for maintaining your own professional work ethics and participate in staff meetings in a constructive manner.

### **Safe Practice and Environment**

- Conduct all activities in a manner consistent with national health accreditation standards, DDHS Occupational (Work) Health and Safety Policy and procedures.
- Proactively address WH&S hazards, incidents, and injuries.
- Regularly monitor and review practices and the work environment to ensure a healthy and safe workplace in accordance with DDHS policies and procedures and legislative requirements.

### **Information Management**

- Comply with DDHS Privacy and Confidentiality of Health Information Policy.
- Ensure all documentation, records management and the health information system database are maintained and completed in accordance with established standards, policies, and protocols to ensure continuity of care.
- Keep appropriate records and prepare performance reports to meet funding and management reporting requirements.

### **Organisational Responsibilities**

- Adhere to all organisational policies, procedures, standards, and practices e.g., Work Partnership Agreement; information and records management; confidentiality.
- Act only in ways that advance DDHS objectives, values, and reputation and with honesty, integrity, and good faith.
- Other duties as required, consistent with skills and experience, as directed by the Supervisor.

**SELECTION CRITERIA:****Essential:**

1. 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.
2. 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.
3. Experience in providing assessment, case management and podiatry services to Aboriginal and Torres Strait Islander people is highly desirable.
4. Demonstrated ability to work with minimal supervision.
5. Clinical expertise.
6. Demonstrated ability to engage in supervision of students at undergraduate levels and less experienced staff in Indigenous primary health care contexts.
7. Demonstrated effective verbal and written skills with particular emphasis on interpersonal communication skills, establishing trust and rapport, maintaining confidentiality and record keeping.
8. Demonstrated competence in use of information technology, internet and desktop applications, e.g. Electronic client record systems, Outlook, Word, Excel and database packages. 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.

**Desirable:**

1. Experience working in an Aboriginal Community Controlled Health Organisation
2. Experience working in a Multi-Disciplinary Team.

**Appointment Factors:** (Appointment is subject to)

1. Willing to undergo a Police Check.
2. Ability to obtain a Working with Children Clearance (Ochre Card).
3. Current driver's licence;
4. Current First Aid and/or CPR certificate or the preparedness to gain one.

**Approved:****Olga Havnen****Chief Executive Officer**Date: 11 / 2 / 21

| Created by:                                     | Approved                                  | Changes            |
|---|---|--------------------|
| Services Coordination Manager,<br>February 2021 | Chief Executive Officer,<br>February 2021 | Newly created role |

