

POSITION DESCRIPTION	Date: October 2025
	Version No: 002
	Authorising Manager D. Ciccossillo

Position:	Podiatrist
Classification:	Grade 1 or 2
Reports to:	Adult Allied Health Team Leader
Direct Reports:	Grade 1 (for Grade 2 positions)
Agreement/Award:	Victorian Stand-Alone Community Health Centres Allied Health Professionals Enterprise Agreement 2022-2026
Employment Status:	Full time or part-time (minimum 0.6 FTE)
Approved By:	Signature: 
	Name: Daniel Ciccossillo Position: Chief Executive Officer Date: October 2025

Organisation context

Nexus Primary Health (Nexus) conducts business from offices located in Broadford, Wallan, Seymour, and Kinglake and across the Mitchell, Murrindindi, Greater Shepparton, and Strathbogie Shires. Some services are provided on an outreach arrangement.

Nexus is committed to excellence in the delivery of holistic, affordable, accessible community-based health services that meet quality and safety standards. To ensure this, all staff have a responsibility to provide client services that are designed with a quality and safety framework in mind. We recognise that the landscape of health is changing, and to ensure that our communities have continued access to services, Nexus endeavours to be innovative and flexible in program delivery and funding of services.

Nexus is a health promoting workplace that actively celebrates and promotes diversity of backgrounds and differences to realise the potential of our employees. We encourage job applications from Aboriginal and/or Torres Strait Islander people, people with disabilities, people from the LGBTIQ+ community and people from culturally diverse backgrounds.

Nexus is committed to the safeguarding of children and vulnerable people. All employees will undergo rigorous compliance screening prior to and during their employment.

Our values

At Nexus, our shared values define who we are, what we stand for and how we work.

C	We stand Courageously with you as your local community health provider with an understanding of our evolving community needs
A	We Act with integrity. You will be listened to. We will partner with you to achieve your health and wellbeing goals with honesty and integrity
R	Respect . You will be respected. We will ask you what you need to be safe at Nexus.
E	Your Experience , achievements, and challenges will inform how we work together. We will partner with you, and other service providers to ensure you receive the best possible, locally based care.

Position purpose

The Podiatrist will fulfil a role in the provision of podiatry services to adult clients.

The role provides podiatry assessment, treatment and management to patients in need using a person-centred approach through various funding sources; for example, NDIS, Community Health, My Aged Care (Commonwealth Home Support Program and Home Care Packages), Home and Community Care-Program for Younger Persons, self-funded and MBS. Services may be provided at a Nexus clinic or in the client's home.

The position sits within a multidisciplinary team of podiatrists and other allied health professionals who provide peer clinical support.

Primary Accountabilities

The role will include but not limited to:

Grade 1:

- Working on routine tasks within the scope of practice for a Podiatrist, consulting with a suitably experienced health professional when clinical problems arise or when dealing with clinical matters they are unfamiliar with (all positions).
- Clinical assessment and evidenced based prevention, diagnosis, and treatment of various systemic or localised conditions affecting the foot and related lower extremities and structures, including but is not limited to the analysis of gait, posture, muscular function, vascular, neurological or dermatological and other factors.
- Undertake home visits (A Grade 1 Employee undertaking home visits will be able to access adequate clinical support during home-visits).
- Develop goal orientated care plans to support clients.
- Support the Allied Health Assistants, as required.
- Work within a multidisciplinary approach, including participating in case conferencing and multidisciplinary care planning, where required.
- Perform administrative duties pertaining directly to the Podiatry service protocols and procedures, such as client documentation, statistical data collection, report writing and other documentation, as required by management.
- Cognisant of various funded billing procedures and documentation requirements.
- Participation in staff meetings, team meetings and other meetings as requested by the Team Leader.
- Participate in quality improvement and transformation projects, as required.
- Collaboration with team members, Nexus staff and wider stakeholders to ensure evidence-based practice and partnership to best meet client needs.
- Identifying and responding to family violence, consistent with the responsibilities within the Multi-Agency Risk Assessment and Management (MARAM) framework

Grade 2:

In addition to the Grade 1 duties as stated, the Grade 2 role will be required to undertake additional duties/responsibilities to a Grade 1 Employee, for example:

- Supervising and training students;
- Supervising staff (including clinical supervision of Grade 1 Employees);
- Performing work which requires special knowledge or depth of experience.
- Being required to take charge of a section of a department;
- Other duties as assigned.

Key Communications

Internal:
Allied health professionals, all other Nexus staff and People and Culture.
External:
Other service providers, referrers, clients, and all other members of the community.

Qualifications, Interpersonal Skills, Knowledge, Management and Licenses

Qualifications
Essential: • Bachelor of Applied Science or Masters (Podiatry). • Registration with AHPRA. • Current First Aid and CPR certificate. • Eligible and willing to provide services under a variety of funding sources and to obtain practitioner provider numbers. Desirable: • Understanding of the knowledge and skills required in working with diverse members of the community. • Grade 2 role has completed 12 months service at Grade 1 Year 5; and/or performs duties as stated. • Membership of the Australian Podiatry Association.
Interpersonal Skills
• Able to demonstrate creativity and critical thinking, and sound problem-solving skills. • Emotional intelligence skills and understanding of how one's behaviour may impact others. • Ability to effectively collaborate with others to achieve a common outcome. • Awareness of your strengths and weaknesses. • Confident communication that is effective, consistent, inclusive and achieves the desired outcome. • Demonstrate personal accountability and integrity. Excellent active listening skills. • Demonstrate respect through recognition and acknowledgement of the various views, beliefs, contributions, skills and experience of others
Knowledge
• Maintain current knowledge and skills of podiatry principles and practice • Provide podiatry assessment, treatment and management to patients in need using a person-centred approach through various funding sources
Management
• Effectively plan, organise and manage time to achieve outcomes and priorities, including meeting funding performance indicators, targets and Nexus internal targets. • Be responsible for the reporting of complaints and incidents and monitoring of those directly related to service provision. • Be responsible for providing a safe working environment in line with Occupational Health and Safety guidelines, and for taking those steps necessary to ensure personal safety for self and others in the performance of any duties. • Be responsible for, informed of and involved in promoting client safety and wellbeing of children, younger persons and adults including Aboriginal and/or Torres Strait Islander people, people with disabilities, people from the LGBTIQ+ community and people from culturally diverse backgrounds. Demonstrate understanding Child Safe Standard and Adult-Safeguarding legislation and policy and how they apply to your practice. • Representation of Nexus at appropriate forums and provide feedback.

Licences
- Fully Vaccinated for COVID-19. - Current Police Records Check . - Current National Disability Insurance Scheme (NDIS) Worker Screening Clearance. - Current Working with Children Check (WWCC). - Current Victorian Drivers Licence.

Employee Acceptance (NA for New Starter via online onboarding)			
Name	Position Title	Signature	Date
			/ /

Managers Authorisation			
Name	Position Title	Signature	Date
			/ /

REVISION TABLE

Rev No	DATE	DESCRIPTION	PAGES	BY
1		Formulation of Position Description	All	S. Burns
2		Revised Format	All	S. Burns
3		Revised Format	All	C.Hofbauer