



# Allied Health Assistant - Podiatry

## Success Profile

As at 1/12/2025

<p><b>You will make a difference by</b></p>	<ul style="list-style-type: none"> <li>• The Podiatry Allied Health Assistant (AHA) assists health professionals to deliver client centred foot care services within a community setting.</li> <li>• The role involves completing a variety of direct and indirect clinical and administrative tasks for the Podiatry department. Examples may include: providing foot care to low risk clients, assist the Podiatrist in the completion of nail surgery, assisting with administration tasks, providing group education and ordering departmental supplies.</li> <li>• A Podiatry AHA works under the direction of a Podiatrist and the scope of the role may develop to include work within multidisciplinary programs, aged care and community programs.</li> <li>• The AHA role will have potential to grow and provide the option of coordinating an AHA led low risk nail care clinic.</li> <li>• Enhancing quality service provision and outcomes, including embedding innovation through providing operational and administrative support to the clinicians and leaders.</li> </ul>
<p><b>To succeed, you will need</b></p>	<ul style="list-style-type: none"> <li>• Graduate Certificate IV in Allied Health Assistance OR current enrolment in an Undergraduate Allied Health discipline degree, (Podiatry preferred).</li> <li>• HLTAHA030 Assist with Basic Foot Care highly desirable but not essential.</li> <li>• Demonstrated knowledge of the physical and psychological aspects of care.</li> <li>• Strong self-management, communication and interpersonal skills, to effectively collaborate with a diverse range of stakeholders.</li> <li>• Ability and interest to work within the community health sector with an interest in general Allied Health services (experience an advantage).</li> <li>• Strong technical skills including Microsoft Office suite and ability to adapt to new platforms.</li> <li>• Current and valid Victorian Working with Children's Check and driver's licence.</li> </ul>
<p><b>You will improve and promote One Team IPC Health by</b></p>	<ul style="list-style-type: none"> <li>• Acting with purpose, measuring our results, and celebrating achievements (<i>We make a difference</i>)</li> <li>• Going above and beyond, demonstrating understanding and respect for our communities and each other (<i>We are passionate</i>)</li> </ul>



	<ul style="list-style-type: none"> <li>Learning, experimenting and innovating (<b>We are creative</b>)</li> </ul>
<b>We will contribute to your success by</b>	<ul style="list-style-type: none"> <li>Providing opportunities for you to share what is important to you, your wellbeing, and what you need.</li> <li>Aligning the contribution you make to IPC Health's strategy.</li> <li>Guiding you in what to do, when and how to do it.</li> <li>Developing your skills with regular feedback and exploring career opportunities.</li> <li>Ensuring you feel fulfilled at the end of each workday.</li> <li>Being committed to maintaining a barrier-free environment for all and welcoming individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI communities.</li> </ul>
<b>Key Deliverables and Measures</b>	<ul style="list-style-type: none"> <li>Successful delivery of Allied Health Assistance that further enhances the Allied Health program to achieve and maintain a high-quality service; and embed innovative models of care.</li> <li>Completion of operational and supportive administrative tasks that contributes to the efficiency of the Allied Health clinician's services.</li> <li>Demonstrated ability to collaborate and effectively engage with Allied Health Professionals, clients and other key stakeholders.</li> <li>Make positive contributions to the overall functionality of the team.</li> <li>Identify and report incidents, hazards, risks or building maintenance issues as they occur.</li> <li>Participate in continuous improvement initiatives and training as required.</li> <li>Achievement of individual and team based Key Performance Indicators.</li> </ul>

<b>Team</b>	<ul style="list-style-type: none"> <li>Allied Health – Podiatry &amp; Allied Health Assistant team.</li> </ul>
<b>Reports to</b>	<ul style="list-style-type: none"> <li>Senior Clinician / Allied Health Senior Manager.</li> </ul>
<b>Key relationships</b>	<ul style="list-style-type: none"> <li>Patient centred care for individuals who attend IPC Health services including their carers and families.</li> <li>IPC Health internal teams including but not limited to Allied Health, Medical Services, Refugee Health, Care Finders and Aged Care</li> <li>Local hospital services such as Mercy Health, Western Health, and private specialists.</li> <li>Local health networks including nursing services, General Practitioners and external agencies who provide services across Wyndham, Hobson's Bay, Brimbank and Melton areas.</li> </ul>



### Our Purpose

Improve quality of life for the people and communities we serve by maximising access to health and wellbeing services.

### Our Values

#### We are passionate

We go above and beyond, demonstrating understanding and respect for our communities and each other.



#### We make a difference

We act with purpose, measure our results and celebrate achievements.



#### We are creative

We learn, experiment and innovate.

