



Chiropodist

Hours of Work: 22.50 hours per week, flexible to include evening and/or weekend hours (permanent part-time)

1.0 — Summary of Position

- 1.1 Working within an inter-professional team, the Chiropodist performs, assessment, diagnosis, treatment, health education, counseling, and other clinical foot care activities according to the College of Chiropodists of Ontario
- 1.2 Will take his/her turn working in the CCHC's Mobile Clinic.

2.0 — Primary Responsibilities

- 2.1 Ensures chiropody resources, materials and equipment are maintained
- 2.2 Contributes to chart documentation, participates in chart reviews and case conferences, and makes referrals where appropriate
- 2.3 Participates in the development, implementation, monitoring and evaluation of treatment, education, counseling and health promotion programs for individuals, families and the community
- 2.4 Other duties as assigned
- 2.5 Participates in staff development and team meetings as requested.

3.0 — Accountability

- 3.1 This position reports to the Director, Primary Care, and works collaboratively with all other CCHC staff.

4.0 — Qualifications

- 4.1 Graduate from a recognized school of chiropody
- 4.2 Current registration with the College of Chiropodists of Ontario without limitations
- 4.3 Experience as a chiropodist in a community health or hospital setting valuable
- 4.4 Experience in program development, implementation, monitoring and evaluation an asset
- 4.5 Proficiency in the use of computers and various software applications, including software used by the Ministry of Health and Long-Term Care
- 4.6 Able to work in a fast-paced environment

- 4.7 Able to respond in a positive way to demanding issues and project a welcoming, friendly personality
- 4.8 Valid Ontario Driver's Licence an asset

5.0 — Upholding Standards

Organizational Beliefs, Values and the Health Promotion Model

- 5.1 Knowledgeable about the organization's vision, mission, principles and organizational philosophy, and incorporates these beliefs into everyday work
- 5.2 Works in a manner that incorporates health promotion and recognizes the determinants of health
- 5.3 Understands and respects the process by which the community is involved in decision making
- 5.4 Engages volunteers, participants and/or clients in leadership and/or capacity development opportunities wherever possible
- 5.5 Works to reduce barriers to access (e.g. transportation, childcare, hours of service, etc.)
- 5.6 Maintains and develops professional competence through appropriate continuing education methods as approved by the Chief Executive Officer
- 5.7 Ensures that use of personal information acquired in the line of duty complies with CCHC's privacy policies.

Organizational Excellence

- 5.8 Provides a welcoming and supportive environment for participants and individuals served
- 5.9 Acts with professionalism and courtesy toward participants and individuals served by the CCHC, the general public and other staff members
- 5.10 Works in a manner that preserves, maintains and respects confidentiality of participants, volunteers, clients and staff information
- 5.11 Respects and values the diversity of communities and individuals
- 5.12 Contributes to the development and promotion of CCHC in St. Thomas, Central Elgin and Township of Southwold
- 5.13 Maintains and develops professional competence through appropriate continuing education and/or professional development.

Occupational Health and Safety

- 5.14 Works in a manner that meets all Health and Safety requirements, to ensure a healthy and safe workplace
- 5.15 Takes and maintains required training (e.g. WHMIS, First Aid).

Organizational Duties and Responsibilities

- 5.16 Works in a manner that promotes and maintains the reputation of the organization and minimizes risk of harm and/or liability to the organization
- 5.17 Works in a manner that complies with the organization's Personnel Policies and Practices
- 5.18 Contributes to the organization's endeavours to collect, analyze and report on data, and participate in research
- 5.19 Contributes to the organization's efforts to secure and maximize resources for current and new programs, services and activities
- 5.20 Performs other duties that support the mission/mandate of the organization, as assigned by the Chief Executive Officer or his/her designate.