CHIROPODIST – JOB DESCRIPTION
June 27, 2012

Job Summary

The Chiropodist provides primary foot care services and participates in the development, delivery and evaluation of foot care related programs and services for individuals, families and the community. The Chiropodist works collaboratively as a member of an interdisciplinary team.

Responsibilities

1. Perform assessment, diagnosis, treatment, health education/counselling and other primary clinical foot care activities to the full scope of Chiropody practice and according to the College of Chiropodists of Ontario

2. Prescribing, producing and fitting orthotics and other aids

3. Make referrals to internal and external services and advocate on behalf of clients as appropriate

4. Maintain accurate and up-to-date clinical notes in accordance with College guidelines and KDCHC policy

5. Ensure efficient and effective operation of Chiropody service through regular ordering of supplies and updating of inventory as per KDCHC procedures

6. Participate in team and staff meetings, chart reviews, case conferences, and other meetings and committee work as appropriate to support both clinical and organizational goals

7. Participate in the development, implementation, monitoring and evaluation of health promotion/disease prevention programs for individuals and client populations as determined by KDCHC

8. Work during both regular and extended hours (evenings) and in locations within Kitchener to be determined by KDCHC

9. Work in a health determinants/client centred approach so as to assist in building the client’s or community’s own capacity to achieve health and well-being

10. Maintain competence and licence to practice as required

11. Promote KDCHC and uphold it’s values, principles and policies

12. Work in a manner that preserves confidentiality and seeks to minimize risks to the Centre and clients

13. Collect, analyze and report on data and relevant information and participate in research as determined by KDCHC
14. Contribute to the Centre’s efforts to secure and maximize resources for current and new programs, services and activities

15. Support the Centre’s student and volunteer placement programs

16. Contribute to the Centre’s practices of hiring, orienting and training of staff

**Accountability**

The Chiropodist is accountable to the Director of Client Services

**Qualifications**

1. Diploma from an accredited Institution of Chiropody

2. Registered member in good standing with the College of Chiropodists of Ontario

3. Three years Chiropody experience, preferably in a community-based setting

4. Experience working effectively with culturally and economically diverse populations

5. Ability to work independently as well as an effective member of an interdisciplinary team

6. Experience in program development, implementation, monitoring and evaluation

7. Excellent English written and oral communication skills. Second language is an asset

8. Commitment to working within a health determinants/client centred approach

9. Proficiency in the use of computers and various software programs