



Lutheran Community Care

## POSITION DESCRIPTION

<b>Position:</b>	ACFI Coordinator	<b>Service:</b>	St Andrews Lutheran Aged Care
<b>Department:</b>	Aged Care	<b>Revised:</b>	May 2017
<b>Conditions:</b>	LCC Aged Care Services Enterprise Agreement 2013 Registered Nurse Level 2		

### Purpose of the Role

To ensure that government funding streams such as ACFI are submitted by St Andrews Lutheran Aged Care that reflects appropriately the care requirements of the resident in accordance with legislation and business rules provided by the government for ACFI submissions.

To support St Andrews Lutheran Aged Care's capacity to deliver high quality services to residents and to meet ACFI and accreditation requirements.

This role will coordinate, develop and educate all staff at St Andrews Lutheran Aged Care to identify and document on a regular basis into the iCare electronic documentation system information pertaining to the residents care and wellbeing.

### Operating Environment

This position is located in Tallebudgera at the St Andrews Lutheran Aged Care of Lutheran Community Care (LCC), a respected not-for-profit organisation providing services in the fields of aged care, family and youth support, disability and chaplaincy in South-East Queensland.

### St Andrews Lutheran Aged Care

St Andrews provides residential accommodation for 72 older Australians and is surrounded by a village of 24 independent living units.

### Reporting Relationships

The ACFI Coordinator reports to the General Manager St Andrews. This position will consult, collaborate and network with St Andrews staff. The position has no direct or indirect reports.

### Major Responsibilities

Within the policies established by LCC and working in collaboration with relevant managers and employees, the occupant of this position will:

- Maintain a sound knowledge of the ACFI and other funding tools and their implications with funding subsidies;



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- Assist staff to identify the assessed care of the resident based on what the resident's requirements are, and why the resident is unable to meet this themselves. Also how staff support the resident to maintain their health and wellbeing;
- Provide appropriate education, resources and advice to staff at St Andrews in the effective use of LCC clinical documentation and iCare systems for preparing ACFI submissions and ensure a consistent systematic approach is implemented from an organisational perspective;
- Promote LCC's commitment to continuous improvement and maintaining compliance;
- Report to the General Manager any issues that arise or improvement suggestions related to implementation, ongoing coordination and maintenance of the ACFI system within St Andrews;
- Prepare and submit ACFI submissions by following the LCC ACFI Claiming Process Guide to ensure ACFI submissions are submitted in an appropriate timeframe;
- Review all residents on a regular basis for increased health and wellbeing requirements that meet the ACFI business rules for claiming.
- Undertake professional and personal development as required and directed.

### Qualifications and Experience

Occupant must have a recognised qualification as a registered nurse and significant experience in a similar position. They need to have a thorough knowledge of one or more electronic clinical documentation systems, as well as skills as a trainer. They should also be comfortable with planning and working in multi-site environments and maintaining comprehensive ACFI records and packs ready for validation. It is highly desirable the occupant has intermediate skills with iCare.

This position requires the ability to effectively and appropriately communicate with a wide variety of stakeholders, including co-workers and managers, residents and families, industry colleagues, and relevant Government Departments.

The incumbent must maintain APHRA (nursing) registration, a positive federal police check and Australian driver's licence.

The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by LCC Chief Medical Officer.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organisation.
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