

POSITION DESCRIPTION

Position Title:	ACFI Coordinator
Department/Location:	Please refer to letter of employment
Employment Status:	Please refer to letter of employment
Reports To:	Facility Manager
Direct Reports:	Nil
Key Relationships/Interactions:	<p>Internal: ACFI Manager; Nursing, Anglicare Allied Health (e.g. physiotherapists) and care and support staff</p> <p>External: Department of Health ACFI validators, ACFI consultants as contracted to ASQ; contracted Allied Health providers (e.g. physiotherapists); GPs; Residents & their Family Members</p>

Position Statement / Overall Purpose:

This role's overall purpose within Anglicare Southern Queensland (Anglicare SQ) is to facilitate the provision of effective, accurate and detailed submissions of ACFI claims.

This role works closely with clinical and allied health staff and management to maintain and conduct ACFI assessments to maximise funding and review ACFI processes to achieve best possible care outcomes.

Position Specific Requirements and Qualifications:

1. Current nursing registration, current registration with AHPRA and evidence of recent practice (essential)
2. Hold and maintain a current National Police Certificate (or ability to acquire)
3. Proven knowledge and experience with ACFI business rules and clinical ACFI assessment processes.

Key Selection Criteria: (includes education, experience, skills and knowledge required)

1. Demonstrated skills in meeting clinical needs of residents and ACFI maximisation
2. Proven clinical, assessment and care planning skills
3. High level analytical and problem solving skills
4. High level communication and interpersonal skills with proven ability to facilitate outcomes within a team
5. Strong written, report writing and documentation skills
6. Demonstrated ability to professionally liaise with colleagues, residents, families and other members of the health profession
7. Intermediate knowledge of Microsoft Office – Microsoft Word and Excel

Key Accountabilities and Responsibilities:

1. Accountability: Maximise ACFI and supplement claims

Responsibilities:

- Maximise ACFI and supplement funding through close, accurate and timely monitoring, assessment of residents and submission of claims in accordance with Anglicare Policy and within Departmental Guidelines and Business Rules.
- Assist Facility Manager to monitor and report on ACFI and supplement claiming performance within the facility and identify and action areas for improvement.
- Review internal and external ACFI audits and reports and respond to recommendations for uplift/improvement.

2. Accountability: ACFI Systems and Documentation

Responsibilities:

- Ensure that all ACFI and supplement documentation is completed and submitted in accordance with Anglicare Policy and Departmental Guidelines, so as to ensure full documentation compliance.
- Implement document and process outcomes and improvements from internal ACFI documentation audits as required by Facility Manager.
- Provide support and advice to Facility Manager during ACFI validations and support Facility Manager to provide any responses or resubmissions following validation reports.

3. Accountability: Education

Responsibilities:

- Work with staff to improve ACFI processes, maintain ACFI facility documentation systems and provide staff training and support with regard to the ACFI instrument in conjunction with the Facility Manager and ACFI Manager.
- Participate in networking and information-sharing within the Group on ACFI related issues to build ACFI capacity.
- Maintain contemporary knowledge of aged care funding regulations and tools.

4. Accountability: Communication and Teamwork

Responsibilities:

- Act as a proficient ACFI consultant to staff.
- Work collaboratively with and seek support from ACFI Manager as required.
- In partnership with Facility Manager develop and maintain positive team relationships.
- Work collaboratively with multidisciplinary teams.
- Liaise and collaborate with all relevant stakeholders, such as residents, families, staff, GPs, Allied Health and external service providers to ensure ACFI claims are maximised to support the needs of residents.
- Refer any issues of concern regarding clinical or care services to the Facility Manager.

5. Other Duties and Requirements

- Record any additional duties or information which will help in understanding the role.
- Undertake own work practices in a safe manner and comply with the instructions given for workplace health and safety within relevant Policies and Procedures.
- Do not, during or after employment, disclose information relating to residents, clients and staff or damage the reputation, viability or profitability of the Anglican Church Southern QLD.

- Your responsibilities also extend to any tasks outlined on a duties list, or any other tasks delegated to you by your manager/supervisor, provided that those new job requirements are safe, efficient, relevant, legal and within your abilities.

Delegation of Authority:

- In accordance with the Anglicare Delegations of Authority Policy.