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| **POSITION DESCRIPTION** |
| **Position Title:** | ACFI Coordinator |
| **Service/Facility/Department:**  | Residential Aged Care Facilities |
| **Direct Reports:**  | Nil |
| **Key Relationships:**  | **Internal:** ACFI Manager; nursing, allied health, personal care and support staff |
| **External:** Department of Health ACFI validators, ACFI consultants, contracted allied health providers; GPs; residents and their family members |

**Position Statement / Overall Purpose**

The overall purpose of the Aged Care Funding Instrument (ACFI) Coordinatoris 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.

The ACFI Coordinator will work in accordance with the values of Anglicare Southern Queensland (Anglicare) and support core business by providing service, guidance and advice within this position’s specialty area.

**Position Specific Credentials, Qualifications and Other Requirements**

* Current National Police Certificate
* Tertiary degree in Nursing
* Current registration with AHPRA and evidence of recent practice

**Key Selection Criteria**

* Proven knowledge and experience with ACFI business rules and clinical ACFI assessment processes
* Proven clinical, assessment and care planning skills
* High level analytical and problem solving skills
* High level communication and interpersonal skills with proven ability to facilitate outcomes within a team
* Strong written, report writing and documentation skills
* Demonstrated ability to professionally liaise with colleagues, residents, families and other members of the health profession
* 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.
1. **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.
1. **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.
1. **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.
1. **Other Duties and Requirements**
* Maintain confidentiality, including but not limited to information relating to residents, clients and employees of Anglicare and do not disclose information during or after employment.
* Act in accordance with Anglicare’s Code of Conduct and the organisation’s policies and procedures.
* Ensure that credentials and qualifications set out in this Position Description are current at all times.
* Undertake those tasks outlined on a duties list, or any other tasks delegated to you by your manger or supervisor, provided these requirements are safe, efficient, relevant, legal and within your abilities.
* Undertake work practices in a safe manner and comply with work health and safety instructions, within relevant policies and procedures.
* Undergo relevant evaluations and assessments, as requested by Anglicare, to ensure that the physical and functional requirements of the role can be met.

**Delegation of Authority:**

* In accordance with the Anglicare Delegations of Authority Policy.