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| **POSITION DESCRIPTION** | |
| **Position Title:** | Manager, Aged Care Funding Instrument (ACFI) |
| **Service/Facility/Department:** | Residential Aged Care Facilities |
| **Direct Reports:** | Nil |
| **Key Relationships:** | **Internal:** Residential Facility Managers, residential nursing and care staff,Anglicare Allied Health providers, Quality, Learning & Workforce Development team, Group Managers, Shared Services. |
| **External:** Residents and their family members, Department of Health ACFI validators, ACFI consultants contracted to Anglicare, contracted Allied Health providers, GPs. |

**Position Statement / Overall Purpose**

The overall purpose of the Manager, Aged Care Funding Instrument (ACFI)is to provide management of systems and processes that maximise, monitor, maintain and measure aged care funding claims (ACFI and supplements) in accordance with legislation, guidelines and business rules (both government and Anglicare Southern Queensland (Anglicare)).

The Manager, Aged Care Funding Instrument (ACFI) will work in accordance with the values of Anglicare SQ 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
* Current Queensland Driver Licence
* Bachelor Degree in Nursing
* Current Registration with AHPRA
* Certificate IV in Workplace Training and Assessment (desirable)
* Ability and willingness to travel with the service region

**Key Selection Criteria**

* Advanced knowledge and understanding of ACFI as a funding tool
* Demonstrated professional experience in ACFI implementation within aged care
* Demonstrated financial literacy
* High level clinical, analytical and problem solving skills
* Results orientated and the ability to operate autonomously
* Effective written and verbal communication skills
* Demonstrated ability to professionally liaise with colleagues, residents, families, and allied health personnel
* Demonstrated commitment to quality management and continuous improvement
* Demonstrated skills in change management and adult education
* Demonstrated sound computer literacy – Microsoft Word and Excel

**Key Accountabilities and Responsibilities**

1. **Accountability: Maximise ACFI claims**

***Maximise ACFI funding to ensure that opportunities for ACFI uplift are fully utilized and taken up.***

**Responsibilities:**

* Monitor and report on ACFI claiming performance across all facilities and identify and action areas for improvement.
* Maximize ACFI funding in accordance with ASQ ACFI Policy and within ACFI Guidelines and Business Rules to ensure that opportunities for ACFI uplift are utilized and taken up through both close ongoing monitoring of residents’ changing conditions, and annual formal reappraisal.
* Review external ACFI audits and reports and provide feedback to Group Manager Residential Aged Care and Retirement Villages (RAC and RV) regarding performance against budget and industry benchmarks.

1. **Accountability: ACFI Systems and Documentation**

***Ensure there is adequate and up to date systems and processes to efficiently coordinate ACFI administration.***

**Responsibilities:**

* Monitor and provide feedback to Group Manager RACFs and RV and Facility Managers regarding ACFI systems and processes to ensure (ACFI) management at the facility is planned, coordinated, timely and efficient to ensure a systematic approach to (ACFI) administration.
* Conduct internal ACFI audits.
* Identify opportunities for increased funding across residential sites.
* Participate in ACFI validations.

1. **Accountability: Education of ACFI**

***Continuously build capacity and knowledge within Anglicare as appropriate to key stakeholders on a planned basis.***

**Responsibilities:**

* Develop an ACFI training plan for staff.
* Develop and execute an ACFI training program for facility staff who require training and new staff.
* Identify and execute deliver training where ACFI knowledge gaps exists, in consultation with the Group Manager RACs and RV.
* Provide support and advice to Facility Manager during ACFI validations and support Facility Manager to provide any responses or resubmissions following validation reports.
* Facilitate networking and information-sharing within the Group on ACFI related issues to build ACFI capacity.
* Provide ACFI legislative updates and advice to Group Manager RACs and RV and Facility Managers in a timely manner on changes and trends.
* Maintain contemporary knowledge of aged care funding regulations and tools.

1. **Accountability: Communication and Teamwork**

***Proactively participate and demonstrate leadership values to teams within Anglicare.***

**Responsibilities:**

* Act as a proficient ACFI consultant to staff.
* In partnership with Facility Managers and staff, develop and maintain positive team relationships.
* Work collaboratively with multidisciplinary teams.
* Network externally to arrive at best practice outcomes in terms of ACFI and attend external training, workshops and industry seminars to ensure ACFGI knowledge is current and contemporary.
* 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 Group Manager RAC and RV and Facility Managers.
* Maintain effective communication with all stakeholders.

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 manager 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.