**1.0 Mercy Health and Aged Care Central Queensland Limited Mission and Values:**

The Funding and Documentation Coordinator will undertake a commitment to Mercy Health and Aged Care Central Queensland (“MH&ACCQL”) Mission, Philosophy and Objectives, and endeavour to promote the organisation’s ethos and values in all actions and activities related to their position.

**2.0 Position Statement:**

This Funding and Documentation Coordinator is responsible for implementing, monitoring and developing the systems and processes across Mercy Aged Care Services to manage and maximise aged care funding for residents entering care within our facilities.

The role ensures the scheduling and distribution of funding and documentation submissions and the submission’s compliance with the relevant funding guidelines.

The role is also responsible for ensuring relevant ACS workforce experience ongoing clinical, care and service professional development, working with management to support consistency of practice across the residence.

**3.0 Key Effectiveness Areas:**

3.01 Mission & Values

3.02 Funding and Documentation Coordination

3.03 Other Responsibilities

1. **Key Position Responsibilities:**
   1. **Mission and Values**

* Promote and adhere to the Mission and Values of Mercy Health and Aged Care Central Queensland Limited;
* Participate in Mercy celebration and traditions;
* Attend mandatory annual Mission in-service; and
* Adhere to and promote the ethos and standards expressed in the Pocketbook of Excellent and Integrity in the Workplace handbooks.

**4.2 Funding and Documentation Coordination**

* Ensure the scheduling and distribution of funding submissions and the submission’s compliance with the relevant funding guidelines;
* Ensure relevant workforce stakeholders experience ongoing clinical, care and service professional development, working with management to support consistency of practice in relation to funding and documentation optimisation;
* Contribute to the consumer assessment process;
* Develop, implement, maintain and undertake funding and documentation assessments in collaboration with resident Mangers and care staff;
* Maintain currency of funding documentation, including funding packs, systems and trackers;
* Maintain electronic databases that support the validation of funding and documentation data and monitor expiry dates, annual reviews and new resident entries;
* Submit mandatory funding and documentation material in a timely manner result in no defaults; and
* Maintain contemporary funding and documentation knowledge and share information with the continuous delivery of training and education to all care staff, including day-today guidance and support.

**4.3 Other Responsibilities**

* Accept, adhere and promote Workplace Health and Safety requirements, appropriate standards and risk management guidelines to ensure health and safety obligations are met to maintain a safe working environment;
* Participate in creating an environment that strives for customer satisfaction;
* Participate in meetings and forums as required;
* Foster a cooperative work environment and maintain open communication through effective interpersonal skills and appropriate forums;
* Participate in and recommend quality activities aiming to improve work practices to exceed customer expectations;
* Participate in in-service programmes to assist in personal development and to satisfy the objectives of the organisation;
* Accept individual responsibility and accountability for own performance and professional development;
* Accept and adhere to all policies and procedures of MH&ACCQL; and
* Undertake other duties/responsibilities as directed by the Executive Officer/Director of Nursing or other designated authority(s).

1. **Qualifications and Experience:**

### Essential

* 1. Current Australian Health Practitioner Agency (“AHPRA”) registration, with no restrictions, as a Nurse or Allied Health professional;
  2. Demonstrated understanding and knowledge of the aged care funding network and associated processes;
  3. Demonstrated knowledge of the Aged Care Quality Standards, Aged Care regulatory environment, including the Aged Care Act 1997 and associated legislation and guidelines; and
  4. Current National Criminal History Check.

**Desired**

5.5 Experience in a comparable position with positive outcomes.

1. **Key Performance Indicators:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Indicator** | **Benchmark** | **Instrument** | **Frequency** | **KPR** |
| KP01 | Mission in-service attendance | 100% | Attendance Register | Annually | 4.1 |
| KP02 | Attendance at and completion of Mandatory Training | 100% | Attendance Register & Training Records | Annually | 4.3 |

The above stated performance indicators are not exhaustive but act to provide minimum indicators of how some required aspects of performance will be assessed. It is at the discretion of the Reporting Authority as to what further indicators are appropriate and acceptable.

**7.0 Acceptance:**

|  |
| --- |
| ***I have read and understood the stated responsibilities of the position and agree to adhere to same:***  (Signed)  (Name)  \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Date) |