

**Position:** Aged Care Funding Instrument (ACFI) Coordinator

**Location:** Based at Numurkah and Cobram. Applicant will be required to work at both campuses

**Hours/EFT:** 0.3 EFT (24 hours/fortnight)

**Status:** Part Time Permanent

NCN Health has an exciting opportunity available for an Aged Care Funding Instrument (ACFI) Coordinator. This new position will be based at our Numurkah Campus.

The ACFI Coordinator will monitor, educate and assist staff in the management of all Aged Care documentation including Aged Care Funding Instrument (ACFI) claiming at Numurkah Pioneers Memorial Lodge, and Karinya Nursing Home, and Cobram - Irvin House.

**Key Selection Criteria includes:**

**Mandatory:**

- Satisfactory National History Criminal Check prior to commencement of employment (less than 6 months old)
- Satisfactory Victorian 'Employee' Working with Children Check prior to commencement of employment
- A current Drivers Licence
- Immunisation in accordance with Infection Control Guideline

**Essential:**

- Excellent interpersonal, communication, organisational and influencing skills, with the ability to motivate others.
- Registered Nurse with current Australian Health Practitioner Regulation Agency (AHPRA) registration
- Knowledge and relevant experience in ACFI implementation within Aged Care and aged care systems, processes and legislation
- An understanding of the ageing process and a commitment to advocate for older people in residential care with the ability to motivate staff and implement change management strategies.
- Commitment to quality management and continuous improvement including knowledge of accreditation process
- Commitment to professional development
- Intermediate computer skills and thorough knowledge and experience with Management Advantage residential aged care management software

**Enquiries:**

Catherine Church, Deputy Director of Nursing, Ph 5862 0379

[For further information please see attached position description.](#)

**Applications**

Must address the key selection criteria, include application letter, resume, complete an [application for employment form](#) and provide a minimum of 2 professional referees and submit an application to:

**Nicole Cason**

**Director of People and Culture**

PO Box 128, Numurkah VIC 3636

Email: [NCNrecruitment@ncnhealth.org.au](mailto:NCNrecruitment@ncnhealth.org.au)

**Closing Date**

5pm Sunday, 8<sup>th</sup> March 2020

*We are an equal opportunity employer and work in a supportive and team focused work environment.  
If you want to make a difference, we encourage you to join our team!*