

Aged Care Finance Officer

DEPARTMENT: Care Services

RESPONSIBLE TO: Executive Director of Nursing and Midwifery

The Role:

The incumbent is responsible for the management of the Aged Care Finances for the whole organisation, ensuring all prudential requirements are met. Communication with a wide range of stakeholders is a requirement of this position. Undertaking projects allocated from the executive will be a key requirement of the role to improve service operations across the organisation.

Key responsibilities:

- Provide efficient and effective management and control of the administrative and financial aspects of the residential aged care area of the organisation, ensuring legislative and prudential requirements are met.
- Liaise with EDONM, Directors of Nursing, Nurse Unit Manager, Hostel Manager and care staff to meet administrative and financial requirements in relation to resident admissions, discharges and other resident-related activity.
- Demonstrate awareness and understanding of diversity and culture.
- Participate in occupational, health and safety functions associated with the operations of the Sea Lake campus.
- Other duties as directed.

Key Selection Criteria:

Essential:

- Advanced Computer Skills.
- Demonstrated excellent oral, written and interpersonal communication skills, including a demonstrated ability to consult, liaise and negotiate with a diverse range of stakeholders and build and maintain effective networks.
- Advanced organisational skills.
- As the principal aged care finance officer of the organisation, the incumbent will have demonstrated experience to manage the accounting and associated responsibilities of a multi-cost centre organisation in relation to aged care admissions.
- Experience in management of residential aged care fees including daily fees, accommodation bonds and accommodation charges, accommodation pricing and accommodation payments of a multi-cost centre
- Organisation, through to the completion of annual prudential compliance statements ready for audit and the annual report, in compliance with the requirements of the organisation and Aged Care Legislation.
- Experience in the leadership and supervision of administration personnel.
- Current Driver's Licence and Current Police Check.

Desirable:

- Experience in information technology and management information systems, workplace health and safety and general administration functions of a multi-department organisation.
- Demonstrated knowledge or ability to rapidly acquire knowledge of the requirement of the Aged Care Act and associated legislation.

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- Experience in the maintenance of a policy framework and the associated review and updating of organisation-wide policies and procedures.
- Experience as a member of the management team, working together to achieve the objectives of the organisation

Our Vision

To be a leading rural health service – innovative, responsive, and sustainable – providing high quality care across early years, aged care, and community health, guided by the evolving needs of our community.

Our Mission

We deliver health and wellbeing services across every stage of life, fostering thriving, resilient communities, and a workplace culture that values and supports our people.

Our Services

Mallee Track Health and Community Service is a multipurpose service (MPS) for all Mallee Track Communities encompassing a total area of 18,000 square kilometres. The health services include General Practice Clinics and Urgent Care at Ouyen and Sea Lake, Acute and Sub-Acute inpatient and outpatient services at Ouyen and Sea Lake, Community Aged Care and Residential Aged Care at Ouyen and Sea Lake. The community services include Allied Health, Delivered Meals, Community Transport, Social Support and Leisure and Lifestyle activities for Ouyen and Sea Lake as well as Early Years education and care for Ouyen, Sea Lake, Underbool, Murrayville and Manangatang. Community development activities include Rural Outreach and Neighbourhood Houses.

Our Values



- **Accountability** We define our expectations and are accountable for our actions.
- **Excellence** We set high standards and continually strive to improve on them.
- **Compassion** We treat everyone with care, respect and dignity.
- **Teamwork** We work collaboratively and in the spirit of partnership.
- **Integrity** We endeavour to do the right thing in all circumstances, even if no-one is watching.
- **Transparency** We are open and honest and embrace positive change.

Public Sector Values

As a Public Sector organisation, Mallee Track Health and Community Service adheres to the public sector core values. All staff are required to uphold these values.

- **Responsiveness:** Providing frank, impartial and timely advice to the Government; providing high quality services to the Victorian community and identifying and promoting best practice.
- **Integrity:** Being honest, open and transparent in dealings; using powers responsibly; reporting improper conduct; avoiding real or apparent conflicts of interest and striving to earn and sustain public trust of a high level.
- **Impartiality:** Making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest; acting fairly by objectively considering all relevant facts and fair criteria and implementing Government policies and programs equitably.

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- **Accountability:** Working to clear objectives in a transparent manner; accepting responsibility for their decisions and actions; seeking to achieve best use of resources and submitting themselves to appropriate scrutiny.
- **Respect:** Treating others fairly and objectively; ensuring freedom from discrimination, harassment and bullying; using their views to improve outcomes on an ongoing basis.
- **Leadership:** Actively implementing, promoting and supporting these values.
- **Human Rights:** Making decisions and providing advice consistent with human rights and actively implementing, promoting and supporting human rights.

Mallee Track Health and Community Service is a smoke free workplace

Child Safe Organisation

Mallee Track Health and Community Service is committed to preventing child abuse, identifying risks early, and removing and reducing these risks.

Occupational Health and Environmental Safety

All MTHCS employees will:

- Ensure that they take reasonable care to protect their own health and safety, and the health and safety of others.
- Agree to abide by all of MTHCS infection prevention and control policies and procedures
- Use any equipment provided for health and safety purposes.
- Obey reasonable instructions given by MTHCS in relation to health and safety at work.
- Help MTHCS meet our duty of care, such as by undertaking hazard inspections.
- Comply with all MTHCS OHS policies and procedures
- Ensure they do not interfere with or misuse anything provided in the interests of health and safety

Section 21 of the Occupational Health & Safety Act 2004, requires an Employer to provide and maintain, so far as is reasonable and practicable, a safe workplace for all employees and ensure that no employee is placed at risk of injury while performing the duties and responsibilities required by their position.

To comply with this obligation, MTHCS requires all candidates/employees to have the mental and physical capacity to safely perform the inherent requirements of the position they are applying for (or have been appointed to).

If a risk is identified and fitness to safely perform the duties of the position needs to be determined, MTHCS with the agreement of the candidate/employee, will arrange an independent medical assessment to determine capacity to safely perform the inherent requirements of the position to minimise the risk of injury or aggravation of any pre-existing condition the candidate/employee may have.

Acknowledgement

I acknowledge that I have received a copy of this position description. I have read (or have had read to me) and understand the requirements of this position. I agree to work in accordance with this position description, the legislative requirements and policies and procedures of the organisation.

Signed: _____ **Date:** ____ / ____ / ____
Staff Member

Print Name: _____

Signed: _____ **Date:** ____ / ____ / ____
Manager / Executive

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Print Name: _____

cc: Personnel File

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