

Appendix E: Job Description – Transition Coordinator

Job Title: Transition Coordinator

Hours: Full time; Occasional evenings and/or weekend hours.

Qualifications: Bachelor's degree in human services. Knowledge of the Independent Living philosophy; Knowledge of community resources; strong written and communication skills

Experience: Experience in systems advocacy and community organizing;

Responsibilities:

- 1) Establish relationships with local community providers, local access agencies, local DSS social workers and other organizations;
- 2) Serve as liaison between the providers, access agencies, DSS social workers, other community based organizations and the State's transition program;
- 3) Engage in outreach activities at nursing facilities to inform residents and staff about the transition program;
- 4) Establish relationships with key staff within nursing homes who may assist with identification of individuals who are interested in transitioning;
- 5) Conduct initial interview and complete intake paperwork with persons in nursing homes and/or ICF/MR;
- 6) Assist each participant with the development and implementation of a transition plan;
- 7) Advocate on behalf of the participant;
- 8) Coordinate plans and make referrals to appropriate community resources;
- 9) Maintains and keeps current consumer records; completes and submits all reports on time; and
- 10) Attend all in-services, trainings, meetings, as requested.