

TRI-COUNTY INDEPENDENT LIVING POSITION DESCRIPTION

TRANSITIONS COORDINATOR

As a federally-funded Independent Living Center, TCIL is mandated to be composed primarily of people with disabilities. This mandate requires that at least 51% of the Board of Directors be people with disabilities.

TCIL Philosophy: Individuals with disabilities are best able to determine their own needs and make their own service choices. Through role modeling and peer counseling, they become empowered to make changes in their lives becoming more self-sufficient and self-reliant.

Line of Authority/Supervision: ADRC Program Manager; Executive Director
Status: Full -Time, 40 hours/wk; Non-exempt; may include occasional evenings and weekends for special consumer situations and special events or travel

SUMMARY OF POSITION:

Under the mentorship, direction and review of the ADRC Program Manager, performs needs assessments, intakes in a hospital setting, including bedside and in the office or consumer's home, support consumers to develop and implement Independent Living Plans and transition plans. Create referrals as appropriate. Serves the cross-disability community in Humboldt, Del Norte and Trinity counties. Focuses on identifying needs of individuals who are transitioning, or desire to transition, from institutional care to more independent living. Assists in structuring transition plans and coordinating services to support the plan. Provides outreach and public education regarding independent living and Skilled Nursing Facility transition services and resources.

ESSENTIAL DUTIES:

1. Works within the Independent Living (IL) philosophy and history, IL's core values of inclusiveness, flexibility, person first, accountability and integrity;, transition issues and barriers, ADA, Rehabilitation Act, Fair Housing Act and other disability law issues regarding rights, access, employment, discrimination, etc.;
2. Understands and utilizes social services concepts, procedures, protocols, mandated reporting, confidentiality, person-centered services, data collection techniques and procedures, report writing and statistics.

3. Understands financial benefits including SSI/SSDI, resources, supports programs and services available in the community to consumers.
4. Sets up consumer files, maintains records, and enters consumer information into a data collection system.
5. Conducts consumer intakes, disability needs and At-Risk assessments. Assist with six core services: Information & Referral, Independent Living Skills, Transitions & Diversion, Assistive Technology, Individual and Systems Advocacy and Transition of Youth.
6. Assists consumers to develop Independent Living Plans, skilled nursing facility transitions plans (when appropriate) and goals. Provides other direct consumer services including (but not limited to) mentoring, teaching core skills and self-advocacy.
7. Assists consumers seeking to transition in determining appropriate actions for achieving their goals. Educates consumers about current support programs, services, eligibility and referrals that will enhance their independence.
8. Helps consumers identify and develop all resources the consumer will need to live on their own – housing, IHSS, social supports, transportation, etc. Provides support to move consumers along the transition process. i.e. helps locate housing, obtains household goods, sets up IHSS services prior to the actual transition. Assists consumers to locate and apply for benefits programs and resources to fund transitioning.
9. Monitors and follows up with consumers' progress. Regularly updates consumer service records and case notes; maintains agency record keeping systems, prepares periodic statistical reports. Collects required demographic information from callers and consumers.
10. Creates liaisons with other service providers and conducts outreach activities including activities to reach underserved populations in Humboldt, Del Norte and Trinity counties. Utilizes agency website and agency Facebook page, media/social media, information fairs and community events for outreach and education.

11. Promotes harmonious and collaborative working relationships; participates fully as a member of the working team, conducts agency business in a professional manner with respect for their rights and maintains strict adherence to the independent living philosophy.
12. Participates in ongoing training, agency weekly meetings, events, presentations, outreach, fund-raisers, etc.
13. Other duties as assigned. TCIL is a very small agency and requires all staff to be flexible, willing and available to do all tasks requested, whether identified in the position description as an essential duty or responsibility or not. Perform all duties in accordance with TCIL's policies and procedures.
14. Performs presentations of the TCIL Home Transition Powerpoint to community services providers, social workers in the skilled nursing homes and hospitals.
15. Writes community grants and applications for consumers who are eligible for California Transition Grants funded by the Department of Rehab.

REQUIRED QUALIFICATIONS:

1. Keen interest in serving people with disabilities, promoting independent living philosophy and empowering and supporting people with disabilities who are institutionalized to move to greater independent living.
2. Fast learner; skilled in time management; possessing 1) outstanding organizational and critical thinking skills, 2) ability to be attentive to detail 3) strong analytical, judgment and reasoning abilities and 4) skillful in written and verbal communication.
3. Responds with patience, respect, objectivity and nonjudgmental attitude with a broad range of people from diverse backgrounds and with all types of disabilities.
4. Ability to develop advocacy strategies broken into manageable steps.
5. High School diploma.
6. Ability to problem-solve and follow clinical protocols and procedures.

7. Proficiency with computer, word processing (Word), Microsoft Office, MS-Outlook, internet search and social media. Experience using standard office technology and electronic communications including, but not limited to, the Internet, e-mail, texting and fax.
8. Must be able to perform each essential duty satisfactorily.
9. Able to make home visits if necessary independently on agency business within the three county service area.
10. Must have excellent interpersonal skills, possess a positive, cooperative, flexible attitude, able and willing to 1) promote harmonious and collaborative working relationships, 2) participate fully as a member of the working team and 2) conduct self during agency business in a professional manner with respect for consumer rights, maintaining strict adherence to the independent living philosophy.

DESIRED QUALIFICATIONS:

1. Personal experience with a disability.
2. Bilingual in English, Spanish or English/ASL.

LICENSING/CERTIFICATIONS:

Valid California Driver's License. Must meet Agency Insurer's qualifications for insurance coverage. **(must maintain a valid California driver's license throughout employment.)**

A background check is required for all positions with TCIL as a condition of employment and may include fingerprinting.

Essential Physical Requirements:

To adequately perform the duties and responsibilities of this job, must be able to:

1. Sit for up to 8 hours/day with reasonable breaks
2. Perform filing, copying, faxing and emailing consumers & service providers
3. Perform with manual dexterity; lift (occasionally up to 25 pounds), sit, stand, bend, stoop
4. Drive a vehicle and travel independently within the 3 county service area
5. Maintain emotional balance in the presence of stress. The emotional effort varies but can be challenging. Occasionally there are short deadlines and periods of high activity/demands. The job entails interacting with persons with a variety of disabilities and a variety of communication and behavior styles. Some consumers are facing crisis situations.

Tri-County Independent Living, Inc. is an equal opportunity employer. All persons interested in or having personal experience with disability issues are highly encouraged to apply. Reasonable accommodation is provided upon request.

I acknowledge I have received a copy of this position description.

Employee

Date