

JOB ANNOUNCEMENT

TRANSITION SPECIALIST – Part Time 17.5 Hours

Westchester Disabled On the Move Inc. (WDOMI) is an Independent Living Center that advocates for and assists people with disabilities. The Centers' goal is to work with consumers to access the benefits and services necessary to live independently in the community. WDOMI actively engages consumers to advocate on their own behalf on issues that are important to them. WDOMI is an equal opportunity employer and actively recruits and hires qualified people without regard to race, color, religion, sex, national origin, disability or sexual orientation, in accordance with federal and state laws and practices.

General Function: The non-supervisory staff member will assist individuals transitioning from institutional settings to the community. The Transition Specialist will facilitate and coordinate for individuals residing in institutions with a comprehensive plan to transition back to living in the community in Westchester County.

Reports to: Program Supervisor

Job Description:

- Receive referrals from the Transition Coordinator and ensure the transition process is followed through for each consumer.
- Provide counseling and information for individuals and families who are considering, or are in the process of, transitioning.
- Coordinate visits to institutions, provide potential participants with unbiased information regarding available home and community based services, participate in discharge planning, and coordinate with other relevant social service agencies involved in the discharge and transition care of the consumer.
- Explain peer mentor program to potential participants and if appropriate provide referral to peer mentor program.
- Develop and facilitate person centered plans effective for the 90-day transition period, help secure qualified housing, coordinate home and community services during the transition period, and subsequently ensure continuation of services after the 90-days is completed.
- Collaborate with the Program Supervisor or Regional Lead to determine barriers to transition;
- Consult with Program Supervisor or Regional Lead to assist in addressing transition barriers related to medical condition or counseling need;
- Ensures all significant client data and service provision details are current and accurate, and that they are documented in a timely manner into WDOMI's and the contracted provider's databases.
- Attends Agency's in-service training and unit meetings as well as any other agency-related activities.
- Perform other program-related duties as assigned.

Job Requirements & Qualifications

- Minimum of a bachelor's degree in Human Services or related field, and two years of relevant experience working in a government agency in community based long term care projects or three years of professional experience administering a relevant Medicaid program in a local department of social services, or other comparable work experience in a private setting.
- Preferred candidates should have a working knowledge of issues faced by persons of all ages who are in need of long-term care services, particularly with those related to nursing home transition, and a deep commitment to person-centered planning and consumer choice.

- Candidates should have basic knowledge of Medicaid eligibility and coverage, as well as 1915(c) Medicaid waivers (NHTD, TBI and/or OPWDD)
- Possess excellent written and oral communication and organizational skills
- Ability to actively listen and, when appropriate, counsel throughout the transition process;
- Knowledge of community, government/benefits resources that facilitate transition from institutional to community living;
- Individual must have time management skills to maintain individual/community outreaches, caseload, documentation and administrative requirements;
- Ability to work well independently as well as part of a team;
- Must be computer literate on basic Microsoft Programs and Internet search use;
- Respectful and comfortable with persons from different cultural and socio-economic backgrounds.
- Bilingual skills preferred. Fluency in Spanish a plus.
- **Must Own Transportation and the ability to travel in the Westchester,**

Please email resumes to Sandra Goncalves, sandrag@wdom.org

Please use the job title as email subject. NO TELEPHONE INQUIRIES PLEASE