Southwest Center for Independence

Nursing Home Transitions Coordinator

FULL TIME, NON-EXEMPT

Position description: The Nursing Home Transitions Coordinator is employed by a SWCI acting as a Transition Coordination Agency (TCA) to provide services designed to assist consumers in transition from institutionalized settings into the community through funding received from the Department of Health Care Policy and Financing (HCPF) and Independent Living. The Nursing Home Transitions Coordinator maintains an effective working relationship with the Single Entry Point (SEP) case managers and nursing home personnel to best meet the needs of the consumer before and after the transition.

Major Responsibilities

- Act as advocate for Medicaid LTC facility resident
- Receive referrals from facility resident, family, friends, case managers, LTC facility staff
- Provide Options Counseling to referred facility residents
- Obtain informed consent to participate in the CCT Program from the client or guardian
- Make a referral to a case management agency (CCT or CTS)
- Convene transition team
- Complete the Transition Assessment /Plan in collaboration with the transition team
- Review the Self-Assessment Transition Tool with the client and assist the client with completing questions
- Assist the resident with finding qualified housing prior to discharge (group home, assisted living apartment, subsidized housing or family home)
- Purchase household goods and assistive devices with relocation funds available through CTS benefit
- Complete other activities necessary to establishing a community residence
- Coordinate the facility discharge with the transition team
- Monitor the client for the first 30 days following the transition with the case manager (CCT or CTS)
- Complete all required document, reporting and monitoring responsibilities. Provide the Single Entry Point (SEP) with required documentation of services provided.
- Conduct a minimum of three on-site visits of the residence to ensure all essential furnishing utilities, community resources and services are in place. If the Transition Coordinator finds any of the supports to be insufficient for the client to successfully live in the community, the Transition Coordinator shall address the deficiencies. The on-site visits shall occur the day of the discharge from the facility, one week and one-month after transition.
- Track services provided in the MiCIL database
- Organize the smooth transition of consumers to other Medicaid billable services to the appropriate SWCI personnel including Independent Living Skills Training (ILST) and transportation.

Qualifications

- Maintain all training requirements as set forth by the Department of Health Care and Financing
- Knowledge and experience of populations served by the TCA and the target population served by the HCBS waivers
- Client interviewing and assessment skills
- Intervention and interpersonal communication skills
- Knowledge of available community resources and public assistance programs.
- Effective oral and written communication
- Evidence of the practice of a high level of confidentiality
- Excellent organizational skills
- Ability to work independently, as well as collaboratively, in a positive team environment
- Computer skills (Microsoft Office products)
- Valid driver's license and clean driving record
- Access to reliable transportation to carry out assigned duties
- Must be available to work in the office forty hours per week

This job description in no way states or implies that these are the only duties to be performed in this position. You will be required to follow any other instructions and to perform any other duties requested by a supervisor.

Print name:_____ Date:_____

Signature:_____

Job Requirements

Physical Requirements:

Check if essential to perform the job:
X Sit or Stand (stationary position)
X Walk (move or traverse)
X Climb (stairs or ladders) or balance (ascend/descend, work atop, traverse)
X Stoop, kneel, crouch, or crawl (position self, move)
X Pushing or pulling
X Reaching
X Repetitive motion

Lifting Requirements:

Check if essential to perform the job:
X **Sedentary Work**—Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
X **Light work**—Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg control requires exertion of forces greater than that.
☐ **Medium Work—**Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
☐ **Heavy Work—**Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
☐ **Very Heavy Work—**Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Equipment and Tools:

Check if use is essential to perform the job:
X **Technology—**Use of computers, Microsoft Suite, and/or external databases, printers, fax, email, and/or smart phones, and/or smart television technology
X **Company Vehicle—**Use of staff vehicle and/or SWR vehicle
X **Reliable Transportation—**Use of reliable transportation
☐ **Other (list)—**

Print name:_____ **Date:**_____

Signature: _____