

## **Independent Living Specialist - Nursing Home Transitions (ILS - NHT)**

PART TIME, NON-EXEMPT

**Position description:** The ILS - NHT 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 ILS - NHT 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 ILS - NHT finds any of the supports to be insufficient for the client to successfully live in the community, the ILS - NHT 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 CILS-First 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
- Bachelor's degree in a human behavioral science or related field of study

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Staff signature

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Date