



Southwest Center for Independence

Community Transitions Specialist

FULL TIME, NON-EXEMPT

Position description: The Community Transitions Specialist is employed by SWCI to provide services designed to assist consumers in transition from institutionalized settings into the community through funding received from the Department of Local Affairs (DOLA) and Independent Living. The Community Transitions Specialist maintains an effective working relationship with a variety of institutions to best meet the needs of the consumer before and after the transition.

Major Responsibilities

- Act as an advocate for consumers living in an institutional setting
- Receive referrals from facility resident, family, friends, case managers, facility staff and community partners
- Convene transition team
- Work in conjunction with CES to identify appropriate referrals
- Complete the Transition Assessment /Plan in collaboration with the transition team
- Assist the resident with finding qualified housing prior to discharge (group home, assisted living apartment, subsidized housing or family home)
- Complete activities necessary to establishing a community residence
- Coordinate the facility discharge with the transition team
- Monitor the client post-transition
- Complete all required documents, reporting and monitoring responsibilities
- Conduct a minimum of three on-site visits of the residence to ensure all essential furnishings, utilities, community resources, and services are in place. If the Transition Specialist finds any of the supports to be insufficient for the client to successfully live in the community, the Transition Specialist shall address the deficiencies.
- Track services provided in the Cilsfirst database and HMIS
- Create Independent Living Plans with consumers
- Organize the smooth transition of consumers to other appropriate services
- Attend staff meetings and IL meetings
- Other duties as assigned

Qualifications

- Maintain all training requirements as set forth by the Department of Local Affairs and Southwest Center for Independence
- 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
- Must be able to pass a drug test
- Access to reliable transportation to carry out assigned duties
- Must be available to work in the field forty hours per week

This position is grant funded through June 2024. Continued funding for this position is not guaranteed.

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:

<i>Check if essential to perform the job:</i>
<input checked="" type="checkbox"/> Sit or Stand (stationary position)
<input checked="" type="checkbox"/> Walk (move or traverse)
<input checked="" type="checkbox"/> Climb (stairs or ladders) or balance (ascend/descend, work atop, traverse)
<input checked="" type="checkbox"/> Stoop, kneel, crouch, or crawl (position self, move)
<input checked="" type="checkbox"/> Pushing or pulling
<input checked="" type="checkbox"/> Reaching
<input checked="" type="checkbox"/> Repetitive motion

Lifting Requirements:

<i>Check if essential to perform the job:</i>
<input checked="" type="checkbox"/> 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.
<input checked="" type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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:

<i>Check if use is essential to perform the job:</i>
<input checked="" type="checkbox"/> Technology —Use of computers, Microsoft Suite, and/or external databases, printers, fax, email, and/or smart phones, and/or smart television technology
<input checked="" type="checkbox"/> Company Vehicle —Use of staff vehicle and/or SWR vehicle
<input checked="" type="checkbox"/> Reliable Transportation —Use of reliable transportation
<input type="checkbox"/> Other (list) —

Print name: _____

Date: _____

Signature: _____