

TRANSITION SPECIALIST

CIDNY:

The Center for Independence of the Disabled in New York (CIDNY) is the leading organization serving and representing people with disabilities in New York City. CIDNY's mission is the removal of barriers to full integration of people with disabilities. CIDNY helps people with disabilities to gain the skills and obtain the services they need to live independently in the community and advocates for fair and effective policies that improve the quality of life for people with disabilities. CIDNY is an Equal Opportunity Employer.

General Description:

CIDNY is seeking a Transition Specialist for a new statewide initiative to 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.

Reports to: Transition Coordinator and Director of Services

Duties and Responsibilities:

- 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, 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 Transition Coordinator to determine barriers to transition;
- Consult with Transition Coordinator 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 CIDNY'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.

Qualifications:

Education and/or experience required:

- 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.
- Experience with NHTD, TBI and/or OPWDD waivers preferred.

Skills, Licenses, and/or competencies required:

- Possess excellent written and oral communication and organizational skills
- Direct experience in working with people with disabilities, understanding of disability-related issues preferred.
- Bilingual, preferred
- 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 travel in the New York City boroughs;**
- Ability to work well independently as well as part of a team;
- Must be computer literate on basic Microsoft Programs and Internet search use;
- Experience counseling individuals with disabilities preferred.

CIDNY is an equal opportunity employer. We value diversity in our workforce. We strongly encourage individuals with disabilities, women, racial/ethnic minorities and veterans to apply to all of our job openings. We seek all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, genetic information and testing, family and medical leave, sexual orientation and gender identity or expression, protected veteran status, or any other characteristic protected by law.

HOW TO APPLY

How to apply:

Please send a thoughtful cover letter and resume to Dheki Dolma Lama, Director of Transition Programs, at dlama@cidny.org. Do not send your letter and resume by fax. **Please use the job title as email header. NO PHONE CALLS PLEASE.**

MINIMUM EDUCATION REQUIRED:

4-year degree