

## TRANSITION SPECIALIST CUM PEER SUPERVISOR

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### **DESCRIPTION**

#### **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 full time Transition Specialist cum Peer Supervisor for a statewide initiative to assist individuals transitioning from institutional settings to the community through Open Doors Transition Center. The position has a dual role as a Transition Specialist, assisting nursing home residents with a comprehensive plan to transition back to living in the community as well as supervising/overseeing activities of a peer advocate as a Peer Supervisor. The Transition Specialist/Peer Supervisor will have to commit to work 60% (three days a week) as a Transition Specialist and 40% (two days) as a Peer Supervisor and capable to manage the balance.

**Reports to:** Director of Open Doors Transition Center/Peer Program Director

#### **Duties and Responsibilities of Transition Specialist:**

- Receive referrals from the Director and Administrative Assistant 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;
- 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;
- Explain peer advocate service to potential participants and if appropriate make a peer referral;
- 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;
- Collaborate with the Director to determine barriers to transition;
- Consult with the Director to assist in addressing transition barriers related to medical condition or counseling need;
- 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.
- Knowledge and experience with home based community services such as NHTD, TBI, OPWDD waivers, MLTC/MMC 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;
- Possess strong work ethic and professionalism;
- 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;
- Bilingual preferred

### **MINIMUM EDUCATION REQUIRED:**

- 4-year degree

### **Duties and responsibilities of Peer Supervisor**

- Recruitment and training of peer advocate;
- Receive peer referral and assign peer advocate;
- Provide oversight supervision to peer advocate;
- Manage overall peer activities according to peer guideline and meet peer deliverable;
- Provide structure and guidance to meet clear goals of peer visits;
- Ensures all significant client data such as case notes, satisfaction survey and service provision details are current and accurate, and that they are documented in a timely manner in the databases;
- Be contractor's point of contact and participate in monthly Statewide peer supervisor calls;
- Maintain regular contact with peer advocate, identify barrier related to transition and coordinate with Transition Specialists, peer Director to resolve those barriers;
- Keep track of accurate record of peer visit hours and billable peer visits;
- Get pre approval of peer visit from peer Director when necessary;
- Monitor number of allowed peer visitation for each consumer;
- Provide support to peer advocate including arranging transportation for peer visit when needed;
- Provide and manage Peer outreach to Nursing Homes;

- Attends Agency's in-service training and unit meetings as well as any other agency-related activities;
- Assist Open Doors Transition Center -related duties as assigned;

**Qualification, skills and competencies required:**

- Direct experience in working with people with disabilities, understanding of disability-related issues preferred;
- Individual must have excellent time management and organization skills to manage program outreaches, caseload, documentation and administrative requirements;
- Understanding of peer mentoring concept;
- Some supervisory experience required;
- Possess excellent written and oral communication;
- Knowledge of community, government/benefits resources that facilitate transition from institutional to community living;
- 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;
- Strong work ethic and professionalism;
- Bilingual 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 who 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**

Please send a thoughtful cover letter and resume to Dickey Dolma Lama, Director of Transition Center at [dlama@cidny.org](mailto:dlama@cidny.org). Do not send your letter and resume by fax. **Please use the job title as an email header. NO PHONE CALLS PLEASE.**