**Position: Transition Specialist**

**Salary: $57,500**

# About 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.

# Basic Function:

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.

# Specific Duties:

* 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;
* 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;
* 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

# Education and Training:

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 private setting.

# Experience:

* 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 Health Homes, MLTC, NHTD, TBI and/or OPWDD waivers preferred.
* 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;

# Travel Demands:

Must have the ability to travel in between New York City boroughs.

# Equipment Operated:

Computer/Laptop, Phone, Printer/Copier

# Working Environment:

Transition Specialist will spend their work time in CIDNY’s Queens, NY office and traveling between boroughs.

# Other Information:

# Proof of COVID-19 vaccine and booster is required.

We conform to all laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and 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. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

# Number of Employees Directly Supervised:

0

# Supervised by:

Director of Open Doors Transition Center

# 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 email header. **NO PHONE CALLS PLEASE.**