

JOB DESCRIPTION: INDEPENDENT LIVING TRANSITION COORDINATOR

DEPARTMENT:	Service	SALARY LEVEL:	to be negotiated
SUPERVISOR'S TITLE:	Deputy Director		non-exempt position
PREPARED BY:	Executive Director	DATE:	02/27/2013
APPROVED BY:	Board of Directors		

DEFINITION

Under the direction of the supervisor named above and in cooperation with other members of FREED's service team, the Independent Living Transition Coordinator will carry out duties in support of all of FREED's Independent Living (IL) programs and transition service. IL services include provision of individual advocacy, enhanced information and assistance, housing, peer support, personal assistant referrals, independent living skills training, benefits counseling, and systems advocacy services. Coordinates all components of services related to FREED's participation in the California Community Transition (CCT) project and MDS 3.0, Section Q referral process. The transition coordinator facilitates service coordination for those residents who choose to relocate from an inpatient facility to community living. Transition coordinators, in cooperation with facility discharge planning staff are responsible for linking the individual to all necessary services and supports and for ensuring that all services and supports are in place prior to discharge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Become familiar with all aspects of the FREED program in order to assist consumers in understanding their level of independence on a continuum as well as their service needs.
- Provide information, support and training to assist consumers in achieving stated independent living goals and/or make referrals to appropriate resources and agencies.
- Obtain, evaluate, and document comprehensive information related to community based long-term care services and supports (LTSS) and develop a framework of possible options available that allow individuals and stakeholders to make informed choices.
- Provide enhanced information and assistance by working with the consumer to identify the individual's long and short term needs, identifying resources to meet those needs, providing referrals to identified resources, and, where appropriate, providing warm hand-offs, and following up to ensure that a consumer's needs have been met.
- Provide individual advocacy, independent living skills training, and housing assistance services to consumers.
- Providing benefits counseling, advocacy, and guidance to consumers in benefit areas including Social Security, MediCal and other medical benefits, IHSS, housing programs such as Section 8, employee and other benefits programs for people with disabilities.

JOB DESCRIPTION: INDEPENDENT LIVING TRANSITION COORDINATOR

- Provide peer support services and information on various peer support groups and activities to consumers.
- Provide information to consumers, community service providers, educators and interested community members about assistive technology equipment, programs and services.
- Refer potential personal assistants to consumers. When necessary, make home visits to consumers.
- Manage personal assistance registry including conducting orientation and interviews of personal assistants for placement on the registry, and providing consumers with information and training on managing personal assistants and/or referrals to appropriate resources.
- Become involved annually with at least one community awareness/education and systems advocacy project.
- Develop and conduct presentations on FREED and community based LTSS options and resources. Participate in outreach events, educational workshops, and resource development trainings on various community based long term care solutions.
- Perform transition services including related services in compliance with the Department of Rehabilitation Transition grant and California Community Transition (CCT) project, according to the guidelines, rules, and regulations, established by CMS, the CA Dept. of HHS, and DHCS.
- Coordinate MDS 3.0, Section Q referral process from nursing facilities for residents interested in community living, contact referred residents to provide information and counseling on available home- and community-based services, and assist with transition services.
- Establish an Independent Living Plan (ILP) for transitioning purposes.
- Working directly with nursing facility residents, their families, physicians, service providers and significant others to develop a comprehensive service plan. Including coordinating services and service providers.
- Complete CCT Treatment Authorization Requests (TARs) through Medi-Cal.
- Establishing and maintaining working relationships with nursing facility and hospital staff, Long-Term Care Ombudsmen staff and volunteers, multiple community health and social services agency staff, county Medi-Cal eligibility staff, state and federal agency staff (e.g., Social Security Administration), regional centers and providers of medical and social supports, and others.
- Utilize IL service team and partner resources to create linkages between inpatient facility residents and services, supports, agencies, housing, income, and additional resources

JOB DESCRIPTION: INDEPENDENT LIVING TRANSITION COORDINATOR

necessary to move from the inpatient facility to a safe and supportive community environment.

- Coordinating the date of discharge from the inpatient facility with the various programs and services, including Medi-Cal eligibility, in the community setting.

ADDITIONAL DUTIES:

- Maintaining accurate, comprehensive and confidential case records of services requested and provided utilizing FREED's consumer service records policies and procedures, and standards, indicators and assurances as required in Title VII of the Rehabilitation Act and corresponding regulations.
- Submit all required records and reports in an accurate, legible and timely manner.
- Other related duties as assigned.

QUALIFICATION REQUIREMENTS

The requirements listed below are representative of the knowledge, skill and/or ability desired. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- **EDUCATION AND/OR EXPERIENCE**

High School diploma, or GED, and three (3) years experience providing services to people with disabilities.

- **SKILLS**

Ability to communicate clearly with consumers.

Ability to read, analyze and interpret written materials appropriate for the delivery of consumer services. Ability to conduct research (including Internet), problem solve and follow trends in Assistive Technology. Ability to respond to inquiries from consumers, their families, staff, local organizations as well as the general public. Ability to write and deliver speeches. Ability to effectively present information to consumers and their families, staff, and public groups. Ability to prepare written reports, letters and press releases.

Strong computer skills including Internet. Familiarity with speech input and output software is desirable.

- **STRESS LEVEL**

Moderate. This person is frequently expected to think clearly in emergencies and complete work with deadlines.

- **OTHER SKILLS AND ABILITIES**

Ability to visit consumers at nursing homes, in their homes, and other settings. Understand and convey the concepts of independent living. Ability to exercise initiative, ingenuity and sound judgment in providing consumer services and

JOB DESCRIPTION: INDEPENDENT LIVING TRANSITION COORDINATOR

participating in community education, advocacy or awareness projects. Ability to work effectively with community resource agencies and/or staff.

- Bilingual in Spanish and English desirable. Knowledge of ASL desirable.
- Ability to become conversant in the Olmstead Decision and Americans with Disabilities Act.

- **WORK ENVIRONMENT**

The noise level of the office working conditions is low to moderate.

Mostly indoors, occasionally outdoors.

Moderate amount of travel: local and regional.

FREED is a fragrance-free work environment.

- **EQUAL OPPORTUNITY EMPLOYER**

FREED is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. FREED is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

- **BACKGROUND CHECK**

FREED strives to provide a safe environment for staff, consumers, and volunteers. To support this environment and comply with applicable laws and regulations, FREED conducts background checks. The type of background check conducted may vary by position and can include, but is not limited to, criminal (felony and misdemeanor) history, and sex offender registry.

Signed:

Employee

Date

Supervisor

Date