

SOUTHERN TIER INDEPENDENCE CENTER

Job Description

Position: Open Doors Transition Specialist

Hours: Part Time- 28 hours per week

Qualifications

1. Bachelors in human services or related field
2. Experience working within the Long Term Care system
3. Knowledge of various Medicaid waivers and programs : TBI, NHTD, OPWDD, MLTCs
4. Extensive knowledge of services, community supports and benefit programs available to people with disabilities
5. Extensive knowledge of different, disabling conditions
6. Possess excellent communication, conflict resolution and organizational skills
7. Knowledge of community and government/benefit resources that facilitate transition from institutional to community living
8. Strong commitment to the independent living philosophy and in community integration for all people with disabilities.
9. Possess excellent time management skills to maintain caseload, community outreach, documentation and any other required duties.
10. Ability to effectively interact and work with individuals from diverse backgrounds.
11. Ability to multi-task and work effectively in both a team and individual setting.
12. Valid Driver's License and a reliable vehicle.

Responsibilities

1. Extensive travel in multi-county area for face-to-face visits.
2. Attend trainings and participate in professional development necessary to successfully implement the Open Doors/ MFP Project.
3. Receive and process referrals from lead coordinator, NYAIL, facilities, individuals and family members and ensure the transition process is coordinated for each participant
4. Coordinate visits to facilities and homes to provide unbiased information on home and community based services
5. Participate in discharge planning
6. Provide information, linkages and referrals on behalf of participant
7. Assist and advocate for participant to develop a person-centered transition plan
8. Represent the Open Doors/MFP Project at all implementation, development, and outreach meetings.
9. Comply with all agency policies and procedures including HIPAA, confidentiality, code of ethics, etc.
10. Collect all required data/statistics and complete all STIC, NYAIL and Department of Health (DOH) reports in a comprehensive and timely manner.
11. Attend all mandatory agency trainings, meetings, sign language class and advocacy groups.

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best-qualified applicant for the position, without regard to race, creed, color, national origin, age, disability, marital status, gender, religion, veteran status, sexual orientation, genetic disposition or carrier status.