

CENTER FOR PEOPLE WITH DISABILITIES (CPWD)

JOB POST

JOB TITLE: Transition Coordinator

FLSA/EMPLOYEE STATUS: Full-Time; Non-exempt

PAY & BENEFITS: \$18/hr. and benefits include: medical, dental, vision, life and accident insurance; vacation time, 12 holidays, sick time and personal days.

SUMMARY:

The Transition Coordinator is responsible for coordinating transition and community living services of the Center for People With Disabilities (CPWD) to ensure that individuals with disabilities maximize their opportunities for independence. Maintains positive and effective relationship with CPWD staff and partner agencies. This position is funded by a grant from the Christopher Reeve Foundation. As the conditions for the grant are met, the positions may grow to be funded by other funding sources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate community living services, housing, durable medical equipment, and purchase household items for those transitioning out of nursing homes through the Transitions program.
- Provide one-on-one direct services to consumers, including the core service of Independent Living Skills Training.
- Coordinate details of move with consumer, nursing home, and other community entities.
- Facilitate Transition Team meetings between consumer, nursing facility staff, and other community partners.
- Complete all state-mandated Transition Coordinator trainings and attend ongoing trainings in Denver.
- Participate in community events and public relations efforts, including public speaking to groups and disability awareness workshops.
- Work independently, schedule and manage personal workload, and recognize when there is a need for approval or support from the Transitions Program Manager.
- Maintain accurate and timely paper and electronic records required by CPWD, including Consumer Service Records, Medicaid databases documentation, and documentation of billable hours for services rendered.
- Maintain confidentiality and work within the confines of HIPPA regulations.
- Must be able to travel as needed for direct services, groups, meetings, trainings and outreach events.
- Attend and participate in CPWD staff meetings, program/team meetings, and staff trainings.
- Perform other duties, as assigned.

QUALIFICATIONS:

A Bachelor's Degree in human/social services or an Associate's Degree with two years of providing direct services. Relevant work experience may be substituted for the educational requirement on a year-for-year basis. Additional qualifications include:

- Strong organizational and customer service skills; attention to detail.
- Leadership and interpersonal skills with diverse peers, consumer base, other staff members, and management.

- Ability to function independently, work with complex issues, and readily adapt to multiple assignments and deadlines.
- Proficiency with MS Windows, MS Office, and other common computer programs.
- Working knowledge of disabilities and disability-related issues.
- Effective oral and written communications skills.
- Ability to work effectively with professionals and with the public, creating liaisons that result in outcomes.
- Satisfactory background checks.

PREFERRED QUALIFICATIONS:

- Personal experience with a disability.
- Ability to lift/move up to 30 pounds.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

- Office environment requiring ongoing computer use and an extended amount of time sitting or standing.
- Local/regional travel in various weather conditions an average of at least 30% of the time; must have a reliable mode of transportation.

CPWD is an Equal Opportunity Employer

Reasonable accommodations may be made to empower a qualified candidate with a disability to perform the essential functions of the job.

HOW TO APPLY:

Please submit an updated résumé and cover letter to jobs@cpwd.org explaining why you are a strong candidate for this position. We look forward to hearing from you!