



## Position Description

### **Job Title** Community Transition Coordinator

#### **Summary**

Atlantis Community, Inc., has been the Center for Independent Living in the Denver Metropolitan area for over 40 years. We support the right of people with disabilities to take control over their own lives with full and informed consent by providing advocacy, education, transition services, information and referral, and peer support. As a Community Transition Coordinator, you will be a part of the Programs Department and a member of the Atlantis Community team.

Atlantis Community, Inc. (ACI) assists people with disabilities in learning the skills necessary to increase independence out in the community. As the Community Transition Coordinator you will be responsible for transitioning consumers from nursing homes to integrated community living in their own homes. This will require you to meet with nursing home staff and advocate for specific consumer needs. You will be required to see the consumer through the transition process, during, and follow up after to ensure services are accessed.

#### **Essential Duties and Responsibilities**

- Coordinate the transition process, schedule and facilitate meetings with the transition team.
- Create and maintain the transition assessment, transition plan, and risk mitigation plan to reflect the work of the transition options team as the process moves along.
- Provide individual advocacy
- Assist consumers in searching for, planning for, and acquiring all non-Medicaid funded necessities for success in the community, including, but not limited to: housing, transportation, employment, social interactions, volunteer opportunities, religious organizations, AA/NA meetings, independent living skills training, advocacy, peer support, benefits counseling and coordination, etc.
- Work with the consumer to develop goals and an Independent Living Plan, not regulated to just transition oriented goals.

- Maintain thorough client files, and keep database up to date with goals, client notes, contacts, etc. For CTS you will use the Business Utilization System.
- Maintains and tracks all expenses for each transition client, balancing the budget that coincides with the specific CTS program, maintains copies of all receipts, submits copies of all receipts to the Case Manager for PAR approval, and submits all originals to management.
- Submit accurate and timely claims to Medicaid's fiscal agent for payment and reimbursement of successful transitions.
- Work with clients on an as needed, ongoing basis after the transition, ETS or extended transition services (for up to one year)
- Attend all necessary committee, subcommittee, and advisory council meetings pertaining to HCBS waivers, CTS/CCT programs, community living, assessments, and any other area that will have a direct effect on transitions.
- Be knowledgeable and active in any legislative bills that pertain to any area of transitions.
- Develop relationships with nursing homes, home health agencies, and state, local and federal government agencies.
- Assist staff in providing program information for grants, board meetings, and other local funding projects or events.
- Attend all staff meeting, as well as trainings and conferences deemed valuable and approved by management.
- Maintain strict confidentiality of all information concerning consumers, staff, volunteers, and board members.
- Complete monthly paperwork and any ongoing reports as needed.
- Perform other related duties as required/requested.

## **Qualifications**

- Experience working with people with significant disabilities, including invisible disabilities such as mental health conditions
- Experience working with people who experience homelessness
- Knowledge of available community resources, food assistance, housing options, Medicaid, Medicare, and SSA programs
- Ability to take initiative and work with minimal supervision.
- Ability to effectively establish and maintain professional relationships with people with disabilities, staff, peers, and other community professionals.
- Excellent organizational skill and experience with record keeping, data collection, entry, analysis, interpretation, and reporting.
- Must be flexible the CCT program is constantly changing



Atlantis Community, Inc.

## **Education and/or Experience Required**

- Bachelor's degree in human services or related field
- Four years of directly related work experience
- Combination of education and experience will be considered
- Must be able to travel to banking institutions, county offices, SSA offices, or consumer homes
- Knowledge of and commitment to the Independent Living Philosophy and concepts.
- Experience in facilitating meetings, and providing advocacy.

## **Physical Demands**

- Must be able to travel occasionally
- Must be able to sit for 30-60 minutes at a time at a desk
- Must be able to practice self-care techniques at work to avoid occupational burnout

## **Important Notes**

- This position is Full-Time, fully benefited position
- Hours are Monday through Thursday, 8:30 AM – 5 PM and Friday, 8:30 AM – 4 PM. Some evenings and weekends required for community events.
- Must be able to travel daily
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The employee must meet the qualifications described to perform the essential functions of this job. The employee can request reasonable accommodations.

## **Compensation/Benefits**

Hourly wage - \$18.90 plus medical, dental, vision, and paid time off

## **To Apply**

Submit a resume and cover letter to [hr@atlantiscommunity.org](mailto:hr@atlantiscommunity.org) by Friday, March 16, 2018. People with disabilities are encouraged to apply. Please include the position title in the subject line.