



Atlantis Community, Inc.

## Position Description

### **Job Title                    COMMUNITY TRANSITION COORDINATOR**

FLSA Status – Full Time 40 Hours per Week Non-Exempt  
Hourly Wage - \$19.00

**Summary:** Atlantis Community, Inc. has been the Center for Independent Living in Denver Metro area for over 40 years. We support the rights 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 Independent Living 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 facilitating successful transitions of consumers from nursing homes or other institutionalized settings into their own homes. You will be providing transition services to individuals with cross-disabilities. This will require you to meet with and lead a team of nursing home staff, case managers, family members, and various professionals through the transition process and advocate for specific consumer needs. You will coordinate services with community-based systems, and monitor progress throughout the transition process.

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

- Coordinate transition process for individuals referred to ACI for transition services through Colorado Health Care Policy and Financing. Lead, organize, and facilitate all transition teams, meetings, services and supports, pre and post transition
- Complete and maintain all necessary documentation for transition services (with team and consumer input) including but not limited to: community needs assessment, transition assessment, transition plan, risk mitigation plan, housing navigation and housing voucher paperwork, financial/benefit information, service referral form, transition decision form
- Provide Individual Advocacy
- Assist consumers in acquiring all necessities for success in the community, including: housing, transportation, employment, social/recreation opportunities, volunteer opportunities, independent living skills training, advocacy, and peer support

- Coordinate and collaborate with various agencies including Single Entry Points, Community Center Boards, Home Health Care agencies, and Regional Accountable Entities to secure services post-transition
- Maintain thorough, complete, timely and meticulously organized documentation in both state Medicaid documentation system (BUS) and ACI consumer documentation system (CILsuite)
- Submit accurate and timely claims for reimbursement of the provision of services
- Maintain accurate documentation of services provided
- Work with clients on an as needed basis after transition services are complete
- Be knowledgeable and active in any state and/or federal legislative bills that pertain to any area of transitions
- Develop professional relationships with nursing homes, assisted livings, state hospitals, community mental health centers, home health agencies, and local, state, and federal government agencies
- Assist staff in gathering and collecting data about transition program for grants, board meetings, and other local fundraising projects or events
- Maintain compliance with HIPPA and strict confidentiality of all information concerning consumers, staff, volunteers, and board members including maintenance physical files.
- Meet deadlines for completion of monthly paperwork and ongoing reports to both state and federal agencies.
- Communicate professionally and effectively with consumers, families, agency staff and others.
- Serve as mediator and help resolve conflict as it relates to individual's transition and advocate for best interest of consumer.
- Accompany consumer to community-based appointments as needed
- Develop a strong peer support network to connect consumers in the community with individuals who have already transitioned.
- Perform other related duties as required/requested by supervisor

## **Qualifications**

- Experience working with people with significant disabilities, including invisible disabilities such as mental health diagnoses
- 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 analyze information and use sound judgement when making recommendations or solving problems
- Ability to manage multiple priorities
- Knowledge of basic financial management skills
- Basic skills in computer software programs
- Ability to function as a team player as well as work independently and remotely on task
- Skill in mediation and conflict-management

- Strong advocacy experience and skills and confidence to use skill set when necessary
- Ability to work independently and move on to new tasks without instruction
- Ability to effectively establish and maintain professional relationships with people with disabilities, staff, peers, and other community professionals
- Excellent organizational skills and experience with record keeping, data collection, entry, analysis, interpretation, and reporting. Ability to self-manage a caseload capped with billable units to work with individual
- Ability to effectively communicate both written and verbally

### **Education and/or Experience Requirements**

- Bachelor's degree in human services or related field or four years of directly related work experience
- Combination of education and experience will be considered
- Knowledge of and commitment to the Independent Living Philosophy and concepts
- Experience in facilitating meetings and providing advocacy
- Ability to complete required training as required by the State of Colorado

### **Transportation Requirements**

- Access to reliable transportation (personal or public)
- If personal vehicle- valid driver's license and proof of motor vehicle insurance, personal vehicle must be in good operating condition for use during work

### **Physical Demands**

- Must be able to travel on a regular basis around the Denver Metro area
- 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

### **Preferred Qualifications**

- Fluent in written and/or spoken Spanish
- Master's degree in human services or a related field

### **Important Notes**

- This position is a Full-Time position with benefits
- Hours are: Monday-Thursday, 8:30am-5:00pm and Friday, 8:30am-4:00pm. Some evening and weekend hours may be required for occasional community events

- To perform this job successfully, an individual must be able to perform each essential duty/responsibility satisfactorily. The employee must meet the qualifications described to perform the essential duties of this job. The employee may request reasonable accommodations

### **Compensation/Benefits**

- Hourly wage- \$19.00/hour
- Medical, dental, and vision insurance with employer paying 99% of base premium
- Paid Time Off
- Mileage Reimbursement
- 11 Paid Holidays

### **To Apply:**

Submit a resume and cover letter to [hr@atlantiscommunity.org](mailto:hr@atlantiscommunity.org) by Friday, July 5, 2019. Please include the position title in the subject line. People with disabilities are encouraged to apply.