TRANSITION AND ADVOCACY DIRECTOR

FLSA Status – Exempt
Annual Wage - $66,768.00

Summary
Atlantis Community, Inc. has been the Center for Independent Living in the Denver Metropolitan area for 49 years. Atlantis serves a seven county catchment area (Adams, Arapahoe, Clear Creek, Denver, Douglas, Elbert, and Jefferson Counties). As a Center for Independent Living, we support the rights of people with disabilities to direct their own lives by providing advocacy, life skills training, transition services (youth, from nursing homes, and diversions from institutions), information and referral, and peer support. The mission of Atlantis is to advocate for all people with disabilities to be a meaningful part of an integrated community of their choice.

The Transition and Advocacy Director will supervise a team of staff by providing direction and guidance through systematic structures and procedures. This position is responsible for problem solving complex situations and must be knowledgeable of systems such as the Social Security Administration, Medicaid, and other community resources. The Transition and Advocacy Director oversees the “Transition Coordinator”, (TCM-TC) program through the state of Colorado Medicaid, administered by Health Care Policy & Financing (HCPF). As an Advocacy and Transition Director you will follow state & federal bills and support the bills that will benefit people with disabilities that are determined worthwhile by the Association of Colorado Center for Independent Living (ACCIL). This may also involve testifying for, or against, certain bills through the state. This position requires excellent organizational and management skills.

Essential Duties and Responsibilities
Transition:
- Oversee transition reporting online using ACI’s software, CilSuite & reporting software provided by Healthcare Policy and Financing (HCPF) known as the Benefits Utilization System
- Oversee billing and reporting completed by the Community Transition Coordinator
- Approve all household items for the transition(s) done by the Community Transition Coordinator
- Participates in Stakeholder and Supervisor meetings
- Maintain strict confidentiality and work within the confines of HIPAA regulations
- Supervise one-on-one direct services to nursing home transitions consumers, and the complete thorough, accurate and timely documentation, including documentation in applicable databases
● Commitment to co-creating a culture that fosters diversity, equity, and inclusion.

**Advocacy:**
- Up to date on state or federal laws that may have an impact on people with disabilities
- Track the status of state bills that could, or will, affect people with disabilities in either a negative or positive way
- Responsible for the oversight and direction of ACI’s Community and Youth Transition programs, as well as Community Advocacy & Events
- Create, and build new advocacy programs that will support the initiatives of the Advocacy Manager and Disaster Prep Coordinator
- Troubleshoot any roadblocks or barriers in the advocacy initiatives of the advocacy department
- Plan initiatives that include all staff programming, for advocacy speaking events, testimonial sharing, and policy partnerships such as days at the capitol
- Community outreach and partner education
- Participate and help facilitate our community events

**Other Duties:**
- Supervision of ACI’s Community Transitions, Youth Transitions, and Advocacy Program staff to include hiring, firing, development, determining annual performance metrics, assuring training is available
- Participate in boards, community meetings, and task forces geared toward creating policies that benefit our consumers and the disability community at large
- Must be familiar with our different funding streams, state and federal grants and the requirements for documentation of consumers and services
- Participate in ACI staff meetings, program meetings, and staff trainings
- Contribute to 704 narratives
- Performing internal file audits Transitions
- Build and maintain relationships with partner organizations
- Demonstrate a commitment to the philosophy of independent living, including consumer control, peer support, self-determination, equal access, individual and systems advocacy
- Provide detailed information to staff and consumers about home and community based services, waiver services, SNAP benefits, Social Security Administration Guidance, and other long term care benefits
- Must be knowledgeable about our 5 core services
- Collaborate with other members of the leadership team to implement strategies to continuously improve Atlantis’ services and supports
- Stay current on industry trends and standards, including state, local, and federal policies
- Perform other duties as assigned

**Essential Qualifications**
- Ability to communicate and relate to persons of diverse backgrounds and abilities and establish and maintain effective working relationships
- Ability to problem solve with creative and individualized approaches
- Must be able to work under high stress situations
- Knowledge of community resources
- Knowledge of community partners
- Excellent verbal and written communication skills
- Knowledge of experience with basic computer skills
- Excellent organizational skills and time management
- Ability to prioritize and plan effectively

**Preferred Qualifications/Experience:**
- Experience in supervision
- Personal experience with the disability community
- Community outreach experience
- Bi-lingual
- Ability to Communicate using American Sign Language

**Education and/or Experience**
- Bachelor’s Degree in a related field plus three years of related work experience or seven years of related work experience. A combination of work experience and lived experience will be considered
- Familiarity of Independent Living Philosophy
- Completion of all state-required transition trainings

**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

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications, working environment, and physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions

**Compensation/Benefits**
- Annual wage- $66,768.00
- Medical, dental, and vision insurance with employer paying 99% of base premium
- Paid Time Off
- Mileage Reimbursement
- 12 Paid Holidays
- Birthday Off

**Important Notes**
- This position is a full time, fully benefited position (35 hours a week)
- Office hours are Monday through Friday, 9:00am-4:30pm. Office closes from 12:00pm - 12:30pm for lunch. Schedules will be set between those times.
- Background and reference checks are conducted
- E-Verify employer
Atlantis Community Inc. is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. We are strategically invested in creating an equitable, diverse, just, and inclusive work environment. All interested individuals, especially those with disabilities and multi marginalized people with disabilities, people of color, LGBTQ+ folx, women, and those with multi marginalized identities are particularly urged to apply. For more information on our diversity, equity, and inclusion efforts, visit our website.

**To Apply**
Submit a resume and cover letter to hr@atlantiscommunity.org with Transition and Advocacy Director in the subject line. Resumes will be accepted until the position is filled. People with disabilities are encouraged to apply.