



Transition Coordinator I

Salary Group: B17

Class Code: 5711

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
TRANSITION COORDINATOR I	5711	B17	\$42,976 - \$64,469
TRANSITION COORDINATOR II	5713	B21	\$54,278 - \$87,046

GENERAL DESCRIPTION

Performs complex (journey-level) consultative services and technical assistance work serving individuals who have intellectual disabilities as they are identified for transition from a State Supported Living Center into a community setting. Work involves planning, developing, and implementing educational opportunities for individuals who have intellectual disabilities, legally authorized representatives, families, staff, community providers, and local authorities, and identifying obstacles to community transition. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates and schedules tours of community provider group homes, day habilitation programs, and vocational programs for individuals and staff members to facilitate community provider selection.

Provides consultative services and technical assistance to staff regarding identification of needed supports and services for individuals referred for alternate placement; identifies barriers to alternate placement and initiates programming to overcome the barriers.

Serves as a liaison to individuals, legally authorized representatives, families, staff, community providers, and local authorities to provide information regarding the community referral and transition process.

Serves as liaison to community providers and local authorities to ensure that current information regarding community resources is available.

Consults with local authorities and community providers to identify resources and maintains resources detailing community support/services available in the geographic area.

Helps develop tools to educate individuals, legally authorized representatives, families, and staff regarding living options and the transition process.

Helps schedule and/or conduct training regarding community living options, the transition process, and planning for transition.

Assists in maintaining reports and logs of transition activities, educational opportunities, and tours; and in the development of reports prepared for executive staff.

Helps market program area to community and professional groups.

May conduct surveys, inspections, and/or reviews to determine compliance with program requirements, laws, regulations, policies, and/or procedures.

May evaluate information on service delivery system methods, outputs, and activities to identify gaps in resources and recommend improvements.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in working with individuals with intellectual disabilities. Graduation from an accredited four-year college or university with major coursework in a related human services field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of community services and programs for individuals with intellectual disabilities.

Skill in the use of a computer and applicable software, and in establishing and maintaining professional working relationships.

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to prepare reports; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require a valid driver's license.

May be required to be a Qualified Developmental Disability Professional (QDDP) under Intermediate Care Facilities for Persons with Mental Retardation (ICF/MR) regulations.