Transition Coordinator

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 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.

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.

Participates in marketing program area to community and professional groups.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level II may also perform work listed within the previous level.

***Note**: Employees at the journey level may independently perform the full range of work listed in the examples and may assist others in performing work of greater complexity. A senior-level employee (level II) may serve in a lead or supervisor role. Senior-level employees may perform the full range of work identified in the level preceding their own and/or may oversee or coordinate that work for others.*

TRANSITION COORDINATOR I: Performs complex (journey-level) consultative services and technical assistance work supporting individuals who have intellectual disabilities. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

TRANSITION COORDINATOR II: Performs highly advanced (senior-level) consultative services and technical assistance community services work supporting individuals who have intellectual disabilities. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Schedule training regarding community living options, transition process, and planning for transition.
- Review and monitor reports and logs of transition activities, educational opportunities, and tours.
- Evaluate information on service delivery system methods, outputs, and activities to identify gaps in resources and recommend improvements.
- Provide assistance with difficult transitions by reviewing prepared documents, attending meetings, consulting with staff, and identifying plans to address any obstacles.
- Develop tools to educate individuals, legally authorized representatives, families, and staff regarding living options and the transition process.
- Monitor, review, and evaluate compliance with program policies and procedures, statutes, and rules.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- 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.

Additional for Transition Coordinator II level

- Ability to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require a valid driver license.

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