



# Transition Coordinator I

Salary Group: B15

Class Code: 5710

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
TRANSITION COORDINATOR I	5710	B15	\$32,976 - \$52,045
TRANSITION COORDINATOR II	5711	B17	\$36,976 - \$58,399
TRANSITION COORDINATOR III	5712	B19	\$42,244 - \$68,960
TRANSITION COORDINATOR IV	5713	B21	\$48,278 - \$78,953

## GENERAL DESCRIPTION

Performs routine (journey-level) consultative services and technical assistance community services work regarding individuals who have intellectual disabilities. Work involves assisting in planning, developing, and implementing educational opportunities for individuals, legally authorized representatives, families, staff, community providers, and local authorities. Works under moderate supervision, with limited 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.

Consults with the local authorities and community providers for resource identification and maintains resources detailing community support/services currently available in the geographic area.

Assists in providing consultative services and technical assistance to staff regarding identification of needed supports and services for individuals referred for alternate placement, identifying barriers to alternate placement, and initializing programming to overcome the barriers.

Assists in developing tools to educate individuals, legally authorized representatives, families, and staff regarding living options and the transition process.

Assists in scheduling 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.

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 service, and of 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.