



# Transition Coordinator III

Salary Group: B19

Class Code: 5712

| <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        |
| <b>TRANSITION COORDINATOR III</b> | <b>5712</b>       | <b>B19</b>          | <b>\$42,244 - \$68,960</b> |
| TRANSITION COORDINATOR IV         | 5713              | B21                 | \$48,278 - \$78,953        |

## GENERAL DESCRIPTION

Performs advanced (senior-level) consultative services and technical assistance community services work serving individuals with intellectual disabilities as they are identified for and transition from a State Supported Living Center into a community setting. Work involves coordinating educational opportunities for individuals with intellectual disabilities, legally authorized representatives, families, staff, community providers and local authorities; identifying obstacles to community transition; and developing action plans. May supervise the work of others. Works under limited supervision, with considerable 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.

Coordinates and/or 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 initialization of programming to overcome the barriers.

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

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.

Schedules and/or conducts training regarding community living options, the transition process, and planning for transition.

Analyzes the applications and variations of programs and develops action plans to improve or initiate programs.

Maintains and/or oversees the maintenance of reports and logs of transition activities, educational opportunities, and tours.

Develops obstacle reports and other reports that are prepared for executive staff.

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

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

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

Mediates disputes with community supports and services following discharge from a State Supported Living Center, and works to develop solutions for any problems that may arise.

Monitors, reviews, and evaluates compliance with program policies and procedures, statutes, and rules.

May supervise the work of others.

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 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; to communicate effectively; and to supervise the work of others.

### **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.