



Transition Coordinator IV

Salary Group: B21

Class Code: 5713

| <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 highly advanced and/or supervisory (senior-level) consultative services and technical assistance community services work regarding individuals who have intellectual disabilities. Work involves overseeing educational opportunities for individuals, families, staff, community providers and local authorities; identifying obstacles to community transition; and developing action plans. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the coordination and scheduling of tours of community provider group homes, day habilitation programs, and vocational programs for individuals and staff members to facilitate community provider selection.

Oversees 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.

Oversees and/or schedules training regarding community living options, transition process, and planning for transition.

Oversees and/or serves as a liaison to individuals, families, staff, community providers, and local authorities to provide information regarding the community referral and transition process.

Oversees and/or serves as liaison to community providers and local authorities to ensure current information regarding community resources is available.

Reviews and monitors reports and logs of transition activities, educational opportunities, and tours.

Consults with the local authority and community providers for resource identification and oversees the maintenance of resources detailing community support/services currently available in the geographic area.

Provides assistance with difficult transitions by reviewing prepared documents, attending meetings, consulting with staff, and identifying plans to address any obstacles.

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

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.