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Taconic Resources for Independence, Inc. (TRI) is a disability advocacy organization, which serves as a resource for individuals with disabilities to fully access and participate in the community through outreach, advocacy, and independent living skills development.

**JOB TITLE: TRANSITION SPECIALIST**  
**HOURS: PART TIME**

**JOB SUMMARY:** Assists individuals transitioning from institutional settings to the community. The specialist facilitates and coordinates a comprehensive plan to transition back to living in the community. The formal name of this program is "Money Follows the Person" and is referred to as Open Doors.

**REPORTS TO: PROGRAM PERFORMANCE MANAGER**

**ESSENTIAL FUNCTIONS:**

1. Receives referrals from the NYAIL Open Door Transition Coordinator and ensure the transition process is followed through with each consumer/participant
2. Provides counseling and information for individuals and their family members who are considering or are in the process of transitioning
3. Meets with NYAIL regularly to keep informed and troubleshoot issues regarding participants
4. Coordinates visits to institutions, provide potential participants with unbiased information regarding available home and community-based services, participate in discharge planning and coordinate with other relevant social service agencies involved in the discharge and transition care of participants
5. Explains peer mentor program to potential participants and if appropriate, provides referral to the NYAIL Peer Program
6. Collaborates with the Transition Coordinator to determine barriers to transition
7. Consults with Transition Coordinator to assist in addressing transition barriers related to medical condition or counseling needs
8. Ensures all significant client/participant data and service provision details are current and accurate and that they are documented in a timely manner into the TRI CIL Suite and in the contracted provider's databases
9. Attends Agency's in-service training and unit meetings as well as any other Agency-related activities
10. Performs other community related activities and special projects as assigned. Some of these activities may be in the evenings or on weekends
11. Maintains confidentiality
12. Performs other duties and projects as assigned by supervisors

## **JOB/BEHAVIORIAL CHARACTERISTICS:**

1. **Accuracy** – Work is performed carefully and with minimal errors.
2. **Attendance** - Regularly report to work when scheduled. Returns from work breaks and lunch time prescribed.
3. **Attitude** – Shows pleasant disposition to callers, consumers, fellow employees and others.
4. **Communication** – Grasps important information when communicated with and expresses written and/or verbal communications effectively. Keeps associates and supervisor adequately informed about important issues.
5. **Cooperation** – Shows willingness to work with others.
6. **Courtesy** – Actions and words are polite and courteous when dealing with consumers, other employees and others.
7. **Dependability** – Works independently, maintains energetic work style, meets expected deadlines and work standards without constant supervision.
8. **Decision making** – Demonstrates the ability to arrive at sound decisions or knows when to ask for help.
9. **Execution** – Ability to implement and follow a project through to the end.
10. **Flexibility** – Adapts to new or unusual situations or changes without affecting performance of department work procedures.
11. **Initiative** – Takes steps to commence working on task or project without having to be told to do so.
12. **Job Knowledge** – Understands the principles, methods and processes needed to perform the job.
13. **Listening** – Attentive to the concerns, ideas and issues brought up by consumers, fellow employees and others.
14. **Perseverance** – Shows determination to continue a course of action in spite of difficulties encountered along the way.
15. **Tact** – Demonstrates careful discretion and diplomacy when dealing with consumers, other employees and others.
16. **Networking Skills** – Establishes and maintains effective relations with relevant individuals and groups.
17. **Leadership** – Motivates and assists others to perform their work most effectively.
18. **Quality of work** – Demonstrates neatness and thoroughness with minimal amount of errors.
19. **Quantity of work** – Handles standard amount of work as required by the position.

**Please submit a cover letter and résumé to:**

**Katrina Maloney** [k.maloney@taconicresources.org](mailto:k.maloney@taconicresources.org)

**No phone calls, please.**

Taconic Resources for Independence, Inc. committed to discrimination-free workplace and to providing equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national orientation, age, pregnancy, mental or physical challenging condition, marital status amnesty, political affiliation, status as a covered veteran, or are the protected characteristics in accordance with applicable federal, state, and local laws.

**AN EQUAL OPPORTUNITY EMPLOYER**