

EMPLOYMENT NOTICE

Taconic Resources for Independence, Inc. is dedicated to empowering persons with disabilities to lead self-directed lives in the community with independence, full inclusion and dignity.

Please note: This job description has been formatted for screen readers for those with vision impairments.

Position: Transition Specialist

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, provides potential participants with unbiased information regarding available home and community-based services, participates 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 assigned by supervisors.

QUALIFICATIONS:

- Must be familiar with Independent Living.
- Knowledge of Americans with Disabilities Act (ADA).
- Lived experience with a disability that allows for relatable understanding of challenges faced by individuals with similar experiences.
- Ability to travel independently.

BENEFITS:

- **Paid Holidays.**
- **Personal Time.**
- **Sick time.**
- **Hybrid work schedule available.**
- **On the job training and continuing education in the field of work.**

To be considered, please submit a cover letter and resume directly to:

Mildred Caballero-Ho: m.caballero-ho@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