



Center for People With Disabilities

Overcoming barriers to independent living

CENTER FOR PEOPLE WITH DISABILITIES JOB POST

Posted: 3/21/24; Open Until Filled

People with disabilities of all backgrounds are strongly encouraged to apply!

JOB TITLE: Transition Coordinator

PRIMARY OFFICE: Boulder

FLSA/EMPLOYEE STATUS: Full-Time (32 hrs./wk.); Non-exempt

PAY & BENEFITS: \$24-\$30/hr. Benefits include: medical, dental, vision, life and accident insurance; Employee Assistance Programs (EAP); 401(k); paid holidays, vacation time, and sick time.

WHY WORK WITH US? We're extremely caring, supportive, down-to-earth, and passionate about what we do. We are continually improving the employee experience, including offering a 4-day workweek for true work/life balance. Also, we're very flexible and accommodating, and we provide generous time off. Be a part of our meaningful mission and make a difference in the lives of people with disabilities!

IDEAL CANDIDATE: We are looking for that special person who both loves to talk to people and can track details. As a Transition Coordinator, you will help people with disabilities in nursing care fulfill their dream of moving into their own home. This process can take many months to complete, and require good communication and relationship building not only with the consumer, but with medical staff, caretakers and other stakeholders. You would be the consumer advocate, and the bridge builder between various people and agencies who play a role in transitions. You would also be looking for creative solutions to obstacles and barriers that arise, with support of the Transitions Manager. Both independence and cooperation are essential. A friendly, positive, and good communication and attitude is important. At the same time, the job requires attention to detail – tracking activities and outcomes on a regular basis and staying on top of the little things – scheduling appointments, updating the database and the like. Ideally, you would love to be out and about, meeting with people and finding creative solutions to completing transitions, and able to comfortably track details back at the office. If this sounds like something you are excited about, please apply!

SUMMARY: The Transition Coordinator is responsible for assisting individuals with disabilities to transition out of long-term care facilities into living in the community with supports and services. The Transition Coordinator will be responsible for guiding consumers seamlessly through the transition process, providing support throughout and conducting follow-ups afterward to ensure optimal access to services. The scope of transition services includes assessing not only medical/health needs but also the



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consumer's community living and social needs such as assisting with finding housing; setting up non-medical transportation; helping the individual integrate into the community through clubs, volunteering/work, faith organizations, etc. Will serve as a role model and mentor for people with disabilities within the community, and maintain positive and effective relationships with CPWD staff and partner agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide one-on-one direct services to consumers, including the core services of Independent Living Skills Training, peer support, advocacy, and information & referral services.
- Act as an advocate for and with consumers.
- Facilitate Transitions team meetings between the consumer, nursing facility staff, and other community partners.
- Complete a transition assessment, transition plan and risk mitigation plan with the transition options team and continue to review during the transition.
- Actively collaborate and communicate with physicians, social workers and service providers regarding discharge planning, appropriate follow up, and post-transition services for consumers.
- Coordinate community living services, housing, durable medical equipment, and purchase household items for those transitioning out of nursing homes through the Transitions program.
- Complete all state-mandated Transition Coordinator trainings and attend ongoing trainings.
- Participate in community outreach, including public speaking to groups, to promote the Nursing Home Transitions program and other CPWD programs.
- Work independently, schedule and manage personal workload, and recognize when there is a need for approval or support from supervisor.
- Maintain accurate and timely records required by CPWD, including Consumer Service Records, Medicaid databases documentation, and documentation of billable hours for services rendered.
- Must comply with policies, procedures and regulations from CPWD and funding sources related to use of company credit card, purchasing, purchase requests, and promptly submitting receipts.
- Must complete all Medicaid Transition Coordination trainings within agreed timeline and keep up with required annual trainings.
- Maintain strict confidentiality and work within the confines of HIPAA regulations.
- All CPWD staff members are considered mandatory reporters, obligated to report signs of abuse they are aware of both on and off the job.
- Must be able to travel as needed for direct services, groups, meetings, trainings, and outreach events.
- Participate in CPWD staff meetings, program meetings, and staff trainings.
- Perform other duties, as assigned.



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REQUIRED QUALIFICATIONS:

- Associate's degree in a relevant field or relevant equivalent experience.
- Proficiency with MS Windows, MS Office, Google Suite, and other common computer programs.
- Must maintain current COVID vaccine status and practice precautionary measures as defined by regulatory authorities governing the program and provide vaccine documentation to HR.
- Strong organizational and customer service skills, and attention to detail.
- Leadership and interpersonal skills with diverse peers, consumer base, other staff members and management.
- Able to work independently, making solid decisions and exercising sound judgment with consumer and community contacts.
- Able to manage multiple priorities.
- Commitment to co-creating a culture that fosters diversity, equity, and inclusion.
- Able to demonstrate commitment to CPWD's non-discrimination policy [DEI Statement](#).
- Able to demonstrate CPWD's core values of inclusiveness, flexibility, person-first, accountability, and integrity.
- Working knowledge of disabilities and disability-oriented issues.
- Able to positively represent CPWD and outreach to the community and public.
- Effective written and oral communications skills.
- Valid driver's license, insurance, and clean driving record (if applicable).
- Satisfactory backgrounds checks.

PREFERRED QUALIFICATIONS:

- Personal experience with disability is strongly preferred!
- Bachelor's degree strongly preferred.
- Exposure to Independent Living Philosophy and best practices in the IL community.
- Knowledge of available community resources, food assistance, housing options, Medicaid, Medicare, and Social Security programs.
- Care coordination experience working with consumers who have complex medical needs, the elderly, individuals with disabilities, and/or those who may have communication barriers.
- Ability to lift/move up to 30 pounds, as needed.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

- Office environment requiring ongoing computer use and an extended amount of time sitting or standing.
- Primarily based out of Boulder CPWD office location.
- May be asked to work out of any CPWD office, as needed.
- Local and regional travel in various weather conditions.



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CPWD is an Equal Opportunity Employer

We are dedicated to the principles of Equal Employment Opportunity and fostering a culture that promotes diversity, equity, and inclusion while actively challenging and dismantling systemic racism and oppression. Reasonable accommodations may be made to empower a qualified candidate to perform the essential functions of the job.

HOW TO APPLY: Please submit an updated résumé and customized cover letter to jobs@cpwd.org explaining why you are a strong candidate for this position. We look forward to hearing from you!

www.cpwd.org