



<b>Job Title:</b>	Community Transition Specialist	<b>Job Category:</b>	Hourly
<b>Department/Group:</b>	BIP/DAS		
<b>Location:</b>	NWGA CIL	<b>Travel Required:</b>	Travel Required
<b>Level/Salary Range:</b>	\$16.00/Hour	<b>Position Type:</b>	Temporary full-time
<b>HR Contact:</b>	Katie Brown	<b>Date Posted:</b>	November 13, 2023
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	
<b>External Posting URL:</b>			
<b>Internal Posting URL:</b>			

**Applications Accepted By:**

**FAX OR EMAIL:**

choltzclaw@nwgacil.org  
 Subject Line: Community Transition Specialist

**MAIL:**

Christina Holtzclaw  
 NWGA CIL  
 527 Broad Street #101  
 Rome, GA 30161

**Job Description**

**ROLE AND RESPONSIBILITIES**

Job duties include but are not limited to:

- Outreach to nursing facilities and institution residents to educate them of their choices and opportunities. Meet with potential and current referrals, I&R's and consumers who need transitioning services.
- Work closely with the Department of Aging Services and their agents to provide successful transition outcomes for all referrals. Follow their policies and procedures as outlined in their operations manual and keep the WellSky database maintained in the proper manner.
- Provide or arrange peer support, circle of support, peer mentoring to individuals in institutions.
- Assist consumers in creating a plan of action that will allow them to successfully lead their own life outside of the facility.
- Advocate consumers in securing necessary paperwork such as birth certificate, ID Cards, SS card, etc.
- Assist consumers with acquiring and completing necessary paperwork within NWGA CIL control for all appropriate applications.
- Coordinate all necessary steps of transition with all agencies and organizations involved, such as SSA, Housing Authority, SOURCE, CCSP, MFP etc.
- Work with consumers to acquire appropriate and necessary equipment and assistive technology, such as wheelchairs, ramps, hospital beds, furnishings, etc.
- Work closely and respectfully with other NWGA CIL staff members to find resources and solutions for NHT consumers.
- Advocate for more accessible and affordable housing, waivers, transportation options, and any other systems resources that would assist individuals to transition back into the community.
- Prepare reports, forms and documentation as required by NWGA CIL and funding sources.
- Assist with projects/other as assigned by the Executive Director.

Qualifications and Education Requirements

- Bachelor’s Degree in the field of study relevant to the provision of Independent Living Services or at least one year of experience in the direct delivery of human services. **Personal experience in independent living and/or a personal experience with living with a disability may be substituted for certain education or work requirements.**
- Working knowledge of computers and other office equipment.
- Knowledge of adaptive equipment/durable medical equipment/aids and knowledge of how to secure same.
- Effective oral and written communications skills
- Demonstrated capacity to work with diverse populations.
- Ability to travel as job necessitates.
- A working knowledge of the Independent Living philosophy, the Americans with Disabilities Act (ADA), and other disability related laws and regulations.
- Must be internally motivated and team oriented.
- Experience with Peer Support preferred.
- Demonstrated knowledge and skills in working in the community and developing partnerships to accomplish common goals.

**PREFERRED SKILLS**

OFFICE 365 AND BASIC DATA ENTRY

ABILITY TO COMMUNICATE WITH OTHERS AND KEEP OTHER STAFF UP TO DATE ON THE PROGRAM

SOME HEALTH CARE KNOWLEDGE

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	