



CONNECTIONS

Challenge Barriers. Build Independence.

Transition Supervisor Job Description

Connections for Independent Living is the nonprofit Independent Living Center for northeastern Colorado, serving people with disabilities throughout seven counties.

Purpose:

The Transition Supervisor is responsible for administration and oversight of Connections' Transitions Program to ensure that individuals with disabilities maximize their opportunities for independence. This position works with consumers transitioning from acute institutional settings, Long Term Care (LTC), and nursing facilities to home and community-based residences. The scope of transition services includes assessing not only medical/health needs but also assessing the Consumer's social determinants of health (e.g., housing, transportation, social interactions, etc.). Further, this role assists with the development of an inclusive and realistic transition plan for the Consumer and assists in addressing the components of a transition plan, i.e., assist with finding housing; setting up non-medical transportation. helping the individual integrate into the community through clubs, volunteering/work, faith organizations, etc. This position will also be responsible for the development of additional transition services specific to youth-to-home, prison-to-home, and hospital-to-home services or partnerships. Travel to any of the seven counties within the service area may be required with some the potential for travel to surrounding counties. The individual in this position will serve as a role model and mentor for people with disabilities within the community, and maintain positive and effective relationships with Connections staff and partner agencies.

This role during non-pandemic times may require up to 40 - 60% local travel and 10 - 15% statewide travel. This is a hybrid position with the majority of in-person meetings to be arranged inside institutions or in the homes of consumers. This position will also be expected at the Greeley physical office one day per week to attend meetings and coordinate with other staff members.

People who live with disabilities are preferred applicants.

Essential Responsibilities:

- Self-managed development and training to continue to improve upon services. This can include; conflict resolution; annual and ongoing performance management; database and file quality assurance; and approving timesheets, mileage and purchases.
- Administration of the Nursing Home Transitions Program.
 - Build and maintain partnerships including Health First Colorado, Area Agency on Aging, nursing facilities, Single Entry Point agencies, Options Counseling agencies, and relevant organizations.
 - Submit accurate and timely Medicaid billing; ensuring Medicaid rules and guidelines are followed.

- o Train and coordinate with staff across departments to assist in transitioning individuals from nursing facilities into their new homes while minimizing risks.
- Provide one-on-one direct services to nursing home transitions consumers, and complete thorough, accurate and timely documentation, including documentation in MiCIL Database and Medicaid's Care & Case Management (CCM).
- Maintain strict confidentiality and work within the confines of HIPAA regulations.
- Work independently, schedule and manage personal workload, and recognize when there is a need for approval or support from a supervisor.
- Travel as needed for direct services, groups, trainings and outreach events.
- Participate in Connections staff meetings, program meetings, and staff trainings.
- Develop and maintain a supportive and safe work environment that welcomes diversity and embraces cross-disabilities of staff and consumers.
- Perform other duties, as assigned.
- Be knowledgeable of internal and public policy changes that impact people with disabilities.
- Maintain strict confidentiality of all information concerning consumers, staff, volunteers, and board members.
- Responsible for the maintenance and cleanliness of Connections' office, vehicle and equipment as they are utilized during your normal course of business.

Community Involvement

- Participate in community events and public relations efforts, including public speaking to groups and raising disability awareness.

Knowledge, Skills, and Abilities:

- Strong organizational and customer service skills, and attention to detail.
- Ability to self-manage workload to avoid pressured situations while recognizing some situations may occur from time to time and have the ability to work through such situations to meet deadlines.
- Excellent interpersonal and communication skills with the ability to multitask and adapt to many communication skills.
- Leadership and interpersonal skills with diverse peers, consumer base, other staff members, and management.
- Levity and a sense of humor are appreciated.
- Ability to work independently and use discretion and independent judgment regarding the delivery of services, and advocacy on behalf of individuals with disabilities.
- Digital literacy, agility, and resilience, including technology and software skills. Proficiency or adaptability with Microsoft, Google Workspace, database systems, Dropbox, Zoom, and other software as needed.
- Commitment to co-creating a culture that fosters diversity, equity, and inclusion.
- Knowledgeable around disabilities and disability-related issues such as the Americans with Disabilities Act

Education and Experience:

- Bachelor's degree or higher in a human behavioral science or related field of study. Equivalent experience may be substituted on a year for year basis and subject to approval by Colorado Department Of Health Care Policy & Financing (HCPF)
- Must have reliable transportation to meet with consumers as required.
- Must satisfactorily pass a background check as this position will handle information subject to HIPAA

Travel:

Some in-person meetings with consumers are expected within the seven Northeastern counties of Colorado. No over-nights are expected.

Working Conditions:

This job operates in a professional hybrid environment. This role routinely uses standard office equipment including, but not limited to computers, phones, photocopiers, electronic postage meters, filing cabinets and fax machines.

The employee will be required to operate a motor vehicle on a regular basis and travel to and from client locations.

The employee will be required to provide their own internet access sufficient to support all job functions and abide by security measures to safeguard data in compliance with HIPAA.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Must be able to sit/stand for 30-60 minutes at a time at a desk. Must be able to practice self-care techniques at work to avoid occupational burnout.

The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and move up to 10 pounds, occasionally lift and move objects up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This is a hybrid position that will require some in-person meetings to be conducted in public settings.

Supervisory Role: No

Status: Full-time or Part-time depending on the needs of the accepted applicant

Classification: Non-Exempt

Salary: \$22.00 to \$24.00 per hour, depending on experience.

Benefits: Paid Sick Time, PTO, healthcare reimbursement, and a generous holiday schedule. *Some benefits require a 90-day probationary period prior to implementation. Part-time and Full-time positions do carry some different benefits; however, healthcare reimbursement is the same for all employees.

Office location: 1331 8th Avenue, Greeley, Colorado 80631