

Position Posting Transitions Manager

Reports to: IL Program Manager

Location: Fort Collins office

Areas Served: Larimer and Jackson Counties

Status: Up to 25 hours per week/Non-Exempt

Hourly: Up to \$18 per hour

Basic Function:

This position supports Disabled Resource Services and its mission by assisting people with disabilities in achieving their maximum level of independence by helping transition people with disabilities out of nursing facilities.

ESSENTIAL JOB FUNCTIONS:

- Assess consumer's stated and implied needs and goals as part of setting individual Independent Living goals.
- Develop knowledge and understanding of local community resources for transition age youth, such as cross-disability, government and non-profit agencies.
- Coordinate community living services, housing, durable medical equipment, and purchase household items for those transitioning out of nursing homes through the Transitions program.
- Provide one-on-one direct services to consumers, including all the core service of a Center for Independent Living.
- Coordinate details of move with consumer, nursing home, and other community entities.
- Facilitate Transition Team meetings between consumer, nursing facility staff, and other community partners.
- Complete all state-mandated Transition Coordinator trainings and attend ongoing trainings in Denver.
- Participate in community events and public relations efforts, including public speaking to groups and disability awareness workshops.
- Maintain accurate and timely paper and electronic records required by DRS, including Consumer Service Records, Medicaid databases documentation, and documentation of billable hours for services rendered.
- Maintain confidentiality and work within the confines of HIPPA regulations.
- Must be able to travel as needed for direct services, groups, meetings, trainings and outreach events.
- Attend and participate in DRS meetings, and trainings (both internally and externally).

QUALIFICATIONS

A relevant Bachelor's Degree is preferred (year for year experience may be substituted). In addition, two years grants/contracts management experience ideally in

a non-profit/agency that provides services to people with disabilities. Specific qualifications include:

- Ability to exercise initiative, ingenuity, and sound judgment
- Effective advocacy skills
- Knowledge of disabilities and disability related issues
- Effective written and oral communications skills.
- Public relations: working with multiple agencies and organizations to manage a transition
- The ability to interact personally with people, businesses and service organizations on all levels.
- Ability to work independently and meet deadlines.
- Organizational skills.
- Demonstrate understanding of the Independent Living philosophy and the Disability Rights Movement.
- Be able to network within the community
- Strong organizational skills
- Understanding of and adherence to the Independent Living Philosophy

PREFERRED QUALIFICATIONS

- Bi-lingual in a foreign language or ASL
- Personal experience with a disability

ADDITIONAL

Must pass a background check

TO APPLY: Please email cover letter, resume and 3 references to: Katie Harper
katie.h@drsnoco.org

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