



The disAbility Resource Center
of the Rappahannock Area, Inc.
409 Progress Street, Fredericksburg VA 22401
540-373-2559 (Voice) 540-373-5890 (TTY)
1-800-648-6324 (Voice or Relay) 540-373-8126 (Fax)
Website: www.cildrc.org

JOB TITLE: Transition Coordinator
REPORTS TO: Executive Director
POSITIONS SUPERVISED: None
FLSA STATUS: Full Time

SCOPE OF RESPONSIBILITIES: Transition Coordinator is responsible for supporting the individual and family/caregiver, as appropriate, with activities associated with transitioning from an institution to the community. Transition Coordinator will work closely with participants and assist individuals to take a proactive role in the transition process.

The Transition Coordinator will cooperate with and support the efforts of other Direct Service Staff, and refer to the staff the names of individuals or organizations requiring other CIL services as appropriate.

DECISION-MAKING AND REPORTING AUTHORITY:

The Transition Coordinator will work collaboratively with the Executive Director and exercise reasonable judgment to meet the requirements of the funding agencies, serve the needs of the consumers and follow established dRC policies and procedures. The Transition Coordinator will report to and receive direction from the Executive Director.

Essential Duties and Responsibilities:

The Transition Coordinator must possess, or obtain, a combination of the following knowledge, skills, and abilities.

a. Knowledge of:

- (1) The philosophy of Independent Living
- (2) Community resources.
- (3) Effective oral, written, and interpersonal communication principles and techniques.

b. Skills in:

- (1) Formulating, writing, and implementing a Transition Plan, including DMAS documents.
- (2) Utilizing computer hardware and software including laptop computer/portable printer.

(3) Active listening, being mindful of individual's potential.

c. Abilities to:

(1) Demonstrate a positive regard for individuals and their families

(2) Work as a team member, maintaining effective inter- and intra-agency working relationships;

(3) Work independently, performing positive duties under general supervision;

(4) Communicate effectively, orally and in writing; and

(5) Establish and maintain ongoing supportive relationships.

EDUCATION, TRAINING AND EXPERIENCE:

1. Bachelor's Degree and 2 years related experience.
2. Excellent verbal and written communication skills.
3. Demonstrated experience with and sensitivity to people with disabilities.
4. Basic word processing and communication skills.
5. Valid driver's license and reliable transportation.

PHYSICAL DEMANDS (with or without reasonable accommodation):

1. Ability to operate office equipment and machines with or without accommodation.
2. Ability to travel within service area.

WORKING CONDITIONS:

1. Inside office environment.
2. Off-site visits to participant homes, nursing homes, participant workplaces, community at large.
3. Dress appropriate to environment and activity.
4. Occasional night, weekend work.
5. Occasional overnight travel.

I have read and understand the requirements of the position as outlined above:

_____ Date _____