

Department: Area Agency on Aging
Reports to: Area Agency on Aging Director

General Statement of Duties

Performs complex, professional work to assist people with chronic conditions and disabilities as they move from institutions back into the community using community-based services and supports.

Distinguishing Features of the Class

The Money Follows the Person (MFP) Rebalancing Demonstration Grant helps states rebalance their Medicaid long-term care systems. The Transition Coordinator leads a participant and the planning team through a planning process and ensures the participant has the supports in place to live successfully in his or her community. Strong collaboration with other community partners is essential for quality transition planning. The Transition Coordinator's tasks will vary from transition to transition.

Duties and Responsibilities

Essential Duties and Tasks

- Collaborate with Transition Partners to ensure the quality, efficiency, and integrity of the transition process for each MFP participant.
- Serve as the team lead for each participant's transition team. Duties will include assigning appropriate tasks to each member, monitoring for task completion and timeliness, reporting significant changes in status to the team and appropriate MFP staff and reassigning as needed.
- Secure and coordinate resources and supports for a person to live as independently as possible in the community.
- Ensure all critical benefits and supports such as Social Security payments, SNAP benefits, public transportation, utility services, and other benefits are in place prior to transition. Maintain required documentation for each transition. This includes the Transition needs budget, the preliminary and final transition plan, MFP Transition Checklist, and monthly database updates.
- Provide the follow along support to the individual in person for a minimum of 3 months post transition.
- Continues monitoring each MFP participant's budget for up to one-year post discharge and assure that as many of the participant's needs are met as possible using these funds. Collaborate with Long Term Care Ombudsman and Local Contact Agencies, and other community organizations to provide outreach about transition services to local communities.
- Participate in multiple, monthly conference calls with other transition coordinators, Division of Vocational Rehabilitation (DVR), Other Transition Coordination Partners, and MFP staff.

Additional Job Duties

- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- To receive credit for all your work history and credentials, you must list the information on the application form. Any information listed under the text resume section or on an attachment will not be considered for qualifying credit. Qualified applicants must document on the application that they possess all the following:
- Demonstrated ability to communicate effectively (orally and written) to provide training, consultation, and public relation services as needed
- Considerable knowledge of Medicaid, aging and disability related issues and services, and program planning.
- Demonstrated ability to understand complex health care problems and organize strategies to address them.
- Ability to review and evaluate the effectiveness of human service programs and to provide guidance to agencies and professional state and local management in preparing new and improved programs.
- Working knowledge of person-centered planning.
- Ability to apply statistical concepts for evaluation of the program.

- Knowledge of computer assisted statistical programs.
- Prefer Medicaid, Mental Health or Aging experience.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, walking, fingering, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to prepare figures and data, operate a computer, proof work, and do extensive reading.

Desirable Education and Experience

- Bachelor's degree in public service administration, psychology, sociology, or social work or a human service programmatic field, from an appropriately accredited institution; or
- Bachelor's degree from an appropriately accredited institution, and two years of administrative or consultative experience in a human service program; or an equivalent combination of education and experience.

Special Requirements

- Possession of a valid North Carolina driver's license and access to a car on a regular basis that may be required in the performance of work.

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