



CILO empowers people with disabilities to lead independent and inclusive lives in the community.

Position Title: Home & Community Transition Specialist

Full-time salaried position (37.5 hours per week Monday thru Friday) with the area's only Independent Living Center, a non-profit providing services for people with disabilities. Occasional evening and weekend hours required. Annual salary range is \$37,500 to \$40,000; this position offers a generous benefits package. To perform job duties candidate must have reliable transportation, valid driver's license, and auto insurance for travel in Southwest Ohio and Northern Kentucky with mileage reimbursement. Sign-on bonus.

Position Summary:

The Transition Specialist will work as a member of the Center's team to empower people with disabilities to live independent and inclusive lives. The Transition Specialist is responsible for providing pre-transition services which may include housing assistance, coordination of benefits, establishing budgets and many other activities to assist participants with their discharge from an institutional setting. The Transition Specialist will demonstrate a passion for and commitment to the concepts and philosophy of independent living and self-determination of persons with disabilities.

Qualifications:

Bachelor's degree in human services or related field; prefer work experience in a disability organization

Proficient computer skills including video conferencing, Word, Excel, PowerPoint, and Outlook

Exceptional verbal, written, customer service and organizational skills

Excellent time management, initiative-taking with an ability to manage multiple concurrent tasks

Previous experience working with organizations that provide assistance with community living or having knowledge of such resources is preferred

Professional appearance and manner

Personal experience with disability preferred

Essential Functions of the Position:

Ability to effectively relate to people with disabilities to conduct needs assessment, identify their goals, and develop individualized independent living goal plans

Understand the needs of persons with disabilities and the barriers they face

Determine the needs and desires of nursing facility residents seeking a return to community living.

Provide information to nursing facility residents about transitioning to community-based living.

Provide information and referral information to nursing facility residents (consumers) that will enable them to identify the healthcare, social services, and daily living supports they may need to live independently and connect them with organizations and agencies that can provide those ongoing services and supports

Maintain up-to-date records on consumers as required by the Center's regulations.

Establish professional working relationships with all Social Workers, Directors of Nursing, and Executive Directors, and other staff of the nursing homes served within the Center's seven counties.

Attend care conferences and discharge planning meetings to allow for a smooth transition with consumers.

Provide housing options and other services necessary to enable the resident to return to community-based living.

Assist the nursing facility residents (consumers) with identifying and securing necessary home modifications, disability-related equipment, and other assistive devices

Assist the nursing facility residents (consumers) with applying for disability benefits

Participate in community presentations

Ability to establish working relationships with community providers, hospitals, rehabilitation centers, nursing facilities and other institutions and organizations for targeted outreach activities for the purpose of increasing awareness of the organization

Provide follow-up with consumers to assure their goals/needs are being met through their Independent Living (IL) Plan

Respond appropriately to e-mail, phone or in-person inquiries in a timely manner

Keep detailed records of all contacts; maintain confidential consumer documentation

Ability to complete annual program narrative reports

Other duties as assigned by direct supervisor or the Executive Director

To Apply:

If you have the prerequisite experience and skills, please submit your resume with a cover letter stating your qualifications, strengths and experiences that qualify you for this position by e-mail (no phone calls please).

Note: In addition to passing a drug screen and undergoing a criminal background check, successful candidates will be required to show proof of COVID-19 vaccination as a condition of employment.

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CILO is an equal opportunity employer committed to hiring people reflecting the diversity of our community. We provide equal employment opportunities to all applicants.