



## Job Description

**Job Title:** Transition Specialist , Grade 4  
**Reports to:** Lead Transition Coordinator  
**FLSA Status/Schedule:** Non-Exempt; 37.5 hours per week  
**Location:** Onondaga County

**ARISE's mission is to work with people of all abilities to create a fair and just community in which everyone can fully participate.**

### Job Summary:

The Transition Specialist leads all efforts for individuals residing in institutions to facilitate and coordinate the transition process back into the community through the development of a comprehensive plan, advocacy and one-on-one direct support.

### Qualifications:

- Bachelor's Degree in Human Services or a related field, or equivalent experience
- Working knowledge of barriers faced by individuals of all ages who are in need of long-term care, particularly with those related to nursing home transition
- Knowledge of NHTD, TBI and/or OPWDD waivers as well as other supports, services and programs available to participants
- Proficiency in Word and Excel
- Clean driver license and reliable transportation for travel in multi-county region

### Essential Functions:

- Receive referrals from the MFP Transition Coordinator and ensure the transition process is followed through for each individual
- Provide counseling and information for individuals and families who are considering, or are in the process of, transitioning
- Coordinate visits to institutions, provide potential participants with objective information regarding available home and community based services, participate in discharge planning and coordinate with other relevant social services agencies involved in the discharge and transition care for the individual
- Explain peer mentor program to potential participants and if appropriate provide referral to peer mentor program
- Develop and facilitate person-centered plans effective for the 90-day transition period, secure qualified housing, coordinate home and community services during the transition period and subsequently ensure continuation of services after the 90-day transition period
- Collaborate with supervisor to determine barriers to transition, including barriers related to medical condition or counseling need
- Ensure all significant participant data and service provision details are current and accurate and that they are documented in a timely manner into ARISE's and NYAIL's databases
- Attend trainings, meetings and other agency-related activities
- Uphold code of ethics, code of conduct and all ARISE policies and procedures
- Exercise sound judgment as a matter of course, and hold protected health information and other sensitive information in the strictest of confidence in accordance with ARISE and HIPAA policies
- Consistently represent ARISE professionally by demonstrating the highest ethical standards

- Perform other duties as assigned

**Benefits:**

- Generous paid time off includes:
  - 12 holidays
  - 20 Earned Time Off days in years 1 & 2; increases to 25 ETO days after 2 years
- Participation in the 401(k) plan can start soon following date of hire; employer match after one year includes 100% vesting immediately
- Very affordable, comprehensive group medical insurance coverage, as well as dental and vision coverage
- Flexible spending arrangement (medical / dependent care)
- Free life insurance and long term disability coverage
- Free / Confidential Employee Assistance Program
- Option to enroll in voluntary benefit plans at annual open enrollment