



JOB DESCRIPTION

JOB TITLE: Options Counseling, and Demonstration Skills Specialist
(Community Transition Services)

EFFECTIVE DATE: May 2016

DEPARTMENT: Independent Living

REPORTS TO: IL Program Manager

STATUS: full time 40 hours; non-exempt/hourly

Position summary:

Specialist is responsible to receive referrals and meet with consumers in the nursing facilities they reside in to gather and give information on transition options, services and the process. Schedules meetings, enters referral information into the monthly referral log, and share community resources available. Works closely with Transition Coordinators and within the guidelines set forth by the Department of Health Care Policy & Financing to include successfully transitioning consumers from nursing home environments to independent living. Provides training and demonstrations for Independent Living Skills to include instruction to develop independent living skills in areas such as personal care, financial management, social skills, and household management. This may include education and training necessary for living in the community and participating in community activities. Counseling around disability acceptance and pride issues may also be required. Primarily works one-on-one with consumers in their homes.

Minimum Qualifications:

- Bachelor of Arts degree in Behavioral Science/Human Services.
- Client interviewing and assessment skills
- Intervention and interpersonal communication skills.
- Experience with facilitating meetings
- Experience and desire to work with people with disabilities.
- Knowledge of available community resources, Medicaid benefits, and public assistance programs.
- The capacity to treat individuals with disabilities in a respectful and dignified manner which supports and empowers their capacity for independence.
- Proficient with computer, including, Word, Excel, Power Point, Publisher, and Outlook.
- Demonstrates The IC's core values of Inclusiveness, Flexibility, Person First, Accountability, and Integrity.

Essential Functions/Areas of Accountability:

1. Understand and ensure the philosophy, mission, vision and goals of the independent living program are maintained.
2. Have a working knowledge of the Americans with Disabilities Act, the Rehabilitation Act, and Fair Housing Act.

Options Counseling Specialist (Community Transition Services) (Cont.)

3. Receive referrals from facility resident through self referrals and MDS section Q process, family, friends, case managers, LTC facility staff. The meeting shall be within 10 working days of the referral.
4. Counsel residents who wish to transition to the community and give them choice of programs available through Medicaid Home and Community based services. Enter referrals into Quarterly Referral Log.
5. Obtain informed consent to participate in the CCT/CTS Program from the client or guardian, and have ROI completed when necessary
6. Provide written web content for THE IC website upon request.
7. Set clear expectations, responsibilities and goals with consumers while assisting consumers to identify goals and develop Independent Living Plans as needed.
8. Responsible for completing all paperwork and documentation such as Consumer Intake Packets, Individual Living Plans, attendance reports, progress reports and billing reports are completed and tracked to meet billing and state requirements.
9. Coordinate with other IL staff to coordinate consumer schedules as needed.
10. Work as a team member to ensure consumers receive quality services.
11. Responsible for entering services into the Services database to meet State regulatory requirements in a timely manner.
12. Responsible for development of quality class materials.
13. Provide IL classes/workshops as needed to meet consumer needs.
14. Conduct educational trainings to the general public/nursing facilities concerning CTS/CCT program.
15. Ensure service evaluation surveys are completed by consumers at the end of a transition and submit to supervisor.
16. Attendance at weekly staff meeting, engage in and explore opportunities for training related to position.
17. Accepts responsibility for personal and professional development.

Skills and Abilities:

- Personal experience with a disability and knowledge of the Independent Living Movement is desirable.
- Comfortable working around nursing facility settings and residents.
- Be a self-starter who is productive and proactive as well as work in conjunction with current staff and community patrons in an effort to accomplish job duties.
- Compassion for people wanting to live independently.
- Excellent interpersonal skills.
- Excellent organizational skills.
- Excellent communication skills, including public speaking.
- Ability to break down training into concepts and teach successfully.
- Ability to write routine reports, assessments and related correspondence.
- The capacity to empower individuals with disabilities to advocate for themselves.

Options Counseling Specialist (Community Transition Services) (Cont.)

Physical/Environmental Requirements:

- Ability to sit or stand for extended periods of time.
- *Reasonable accommodations may be made to empower a qualified candidate with a disability to perform the essential functions of the job.*

This position may also require the performance of other duties as assigned.

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If you are qualified and wish to apply please route your resume and salary expectations along with a cover letter addressing your alignment with the minimum qualifications to hrresumes@the-ic.org. Responses must be received by May 16, 2016.

EQUAL EMPLOYMENT OPPORTUNITY: *The Independence Center is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. Reasonable accommodations may be made to empower a qualified candidate with a disability to perform the essential functions of the job.*