**Southwestern Connecticut Agency on Aging, Inc.**

**Job Description**

**MFP Transition Coordinator**

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| Job Title: MFP Transition Coordinator | FLSA Status: Non Exempt - Hourly |
| Department: Money Follows the Person | Reports to: MFP Supervisor |
| Effective Date: January 1, 2020 |  |

**POSITION SUMMARY**:

The Transition Coordinator is responsible for transitioning eligible persons out of institutionalized facilities into the community with appropriate home and community based services.

**WORKING RELATIONSHIPS:**  The position reports to the MFP Supervisor and works under the direction of the Specialized Care Manager. The Transition Coordinator must establish relationships with clients, conservators, skilled nursing staff and all members of the care coordination team.

**ROLES & RESPONSIBILITIES:**

* Partner and foster relationships with local community providers, long term care institutions, local access agencies, local DSS social workers, skilled nursing facilities and other organizations to provide resources to help with transitions. \*
* Serves as a liaison between the Agency and the DSS/MFP staff. \*
* Conduct initial interview with persons in institutional setting within two weeks of referral.\*
* Identify any potential barriers to transition and mediate with Team\*
* Assist each participant with the development and implementation of a transition plan and transition budget. \*
* Assist clients in the implementation of the transition plan to include making sure a PCP appointment is scheduled prior to transition as well as all equipment is ordered, utilities set up and assist with shopping and delivery of goods so consumer is ready for discharge.\*
* Maintain required communication and document as appropriate\*
* Advocate on behalf of the participant; ensure client understands the principles of “Informed Risk” and discuss concerns with Team. \*
* Complete post transition interviews as required by MFP\*
* Maintains accurate client notes and completes and submits reports in timely fashion \*
* Assist in establishing financial eligibility for supports and services\*
* Perform required post transition visits / interviews, reassess needs and make referrals to appropriate community resources \*
* Attend all in-services, trainings and meetings, as requested \*
* Contributes to the overall success of Team benchmarks including number of transitions, timely documentation and sustainable community life style\*
* Other duties as assigned

***\* Indicates essential function***

**Knowledge, Skills and Abilities Required:**

* Knowledge of community resources
* Knowledge and appreciation of the Independent Living Philosophy
* Ability to work independently and as a team player
* Ability to use independent judgment with good decision making
* Ability to relate to diverse populations in a variety of living environments
* Strong organizational and time management skills
* Proficient in Microsoft Office applications
* Knowledge of Gerontology and community resources for senior adults
* Strong verbal and written communication skills

**QUALIFICATIONS:**

* AA/BA/BS in social work or related field
* Knowledge of Independent Living Philosophy
* Previous experience in the aging and/or disability network preferred

**Physical and Mental Requirements and Working Conditions:**

* Must be able to sit and get in and out of a vehicle numerous times per day
* Must travel by car throughout Fairfield County
* Must be able to handle diverse work environments including visits in client’s homes
* Must be able to climb stairs as needed to complete client visits
* Must be able to carry minimum of 10 lbs. upstairs to assist in delivery of client goods
* Must be able to handle diverse populations such as disabled or non-English speaking
* Ability to display patience and empathy toward client
* Ability to problem solve and/or resolve conflicts with clients and community services
* Ability to handle a time-sensitive, stressful work environment
* Ability to meet deadlines and prioritize tasks
* Ability to use standard office equipment including calculator, copier, fax machine, lap top, personal computer, printer and other equipment as necessary