

JOB ANNOUNCEMENT—Transition Specialist Liaison (NYC focused)

The New York Association on Independent Living (NYAIL) is seeking a Transition Specialist Liaison for a statewide initiative to assist individuals transitioning from institutional settings to the community. The Open Doors Transition Center project is one of two new NYAIL programs funded by the NYS Department of Health as part of the federal Money Follows the Person (MFP) Demonstration, which assures that residents of long-term care facilities are provided objective information and given the opportunity to live in a community based setting. NYAIL is a statewide not-for-profit membership organization that works to remove barriers to full community integration of people with disabilities. NYAIL members are Independent Living Centers (ILCs), consumer controlled, cross-disability providers of advocacy, services and supports to people with disabilities.

Responsibilities

The Transition Specialist Liaison will report to the Open Doors Project Director and work collaboratively with NYAIL Transition Center subcontractors and the Peer Outreach and Referral program staff to facilitate successful transition of individuals into community settings. The Transition Specialist Liaison will act as the primary liaison between transition specialist and Department of Health (DOH) and Office for People with Developmental Disabilities (OPWDD) staff. Responsibilities include, but are not limited to:

- Work collaboratively with NYAIL's Open Doors team to manage the provision of transition services with a focus on the NYC area. This will require frequent travel to NYC.
- Participate with Open Doors team to develop and provide training for transition specialists including but not limited to annual trainings, NYAIL conference, regional trainings and one-on-one transition specialist trainings. This will involve travel.
- Utilize program database to identify individual and regional training needs.
- Provide technical assistance to NYC based transition specialists on a regular basis.
- Maintain lists of OPWDD participants who are moving, need quality of life surveys (QoL) and informed consents.
- Meet regularly with OPWDD staff to ensure accuracy of lists and follow-up on requested items.
- Contact OPWDD regarding any necessary assistance and to notify OPWDD of unusual participant circumstances.
- Track completed QoLs and provide them to DOH and OPWDD.
- Meet regularly with DOH staff to review master sheet of transitions and ensure all information is accurate and up to date.
- Work collaboratively with NYAIL's Peer Outreach and Olmstead Housing Subsidy programs.

Qualifications

- Minimum of a Bachelor's degree.
- Experience with the concepts of IL, consumer control, and a strong commitment to promote and advocate for the full integration of individuals with disabilities.

- Experience transitioning individuals out of institutions, including familiarity with the development of individualized service plans.
- Knowledge of the state's Medicaid program and community resources that assist people with disabilities in living independently.
- Experience with Nursing Home Transition and Diversion (NHTD), Traumatic Brain Injury (TBI) and OPWDD waivers as well as Medicaid Managed Long Term Care (MLTC) strongly preferred.
- Experience with NYC social service agencies (e.g., HRA) is strongly preferred.
- Excellent interpersonal, organizational, computer, and communication skills.
- Personal experience with disability a plus.

The NYAIL office is based in Albany. The office location for this position can be negotiable, as it will require significant time in Albany and NYC. This is a grant funded position with an existing contract through 9/30/19.