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Sarah N. Stroud, CEO

Vacancy Announcement
Internal and External Vacancy

February 8, 2019

Position: Transition Coordinator
Category: Non-Exempt
Location: Lumberton
Salary Range: \$37,211 - \$46,472
Closing Date: Until Filled
Position Number: 17-40-238

Position Description:

This position supports, conducts and coordinates transition to community living activities for individuals currently residing in facilities identified as Institutes for Mental Disease (IMD's) who want to move into independent community living situations. Assists with planning and development of affordable and assisted housing and related support services. This position will assist in the development of a community integration plan and connect the individual with appropriate services and supports and will provide Supportive activities to ensure a successful transition

Responsibilities:

- Work closely with Transition Team to identify appropriate housing for individuals transitioning from identified facilities
- Assists the licensed care coordinators in developing an effective written transition plan to enable the individual to live independently in an integrated community setting. Works with the individual and the individual's family and supports to develop a thoughtful, organized transition plan that addresses his/her community-based support needs;
- Works with the transition team in implementation of person-centered planning processes in which the individual has a primary role and is based on the principle of self-determination.
- Assists members gain access to needed Medicaid and/or State Plan services, as well as medical, social, housing, educational and other services and supports, regardless of funding source for the services or supports to which access is gained. Perform activities to support the individual's successful integration



**Managing Behavioral Healthcare for the Citizens of Bladen, Duplin, Edgecombe, Greene, Lenoir,
Robeson, Sampson, Scotland, Wayne and Wilson Counties**

within the community. Assists the individual, his/her family and supports to identify and secure the community resources necessary to transition.

- Assists in identification of barriers to transition and work with team to identify methods of assuring accessibility of identified recipients
- Participates in the three-month post-transition follow up plan for each transitioning individual based on individual needs and circumstances
- Works within the organization's policy and procedures and URAC accreditation standards
- Other duties may be assigned as needed

Knowledge/Skills/Abilities:

Ability to:

- Communicate orally with customers, clients or the public in face-to-face one-to-one settings, using a telephone, or in group settings.
- Have ability to establish and maintain ongoing, respectful communication with the transitioning individual, his/her supports, facility and community provider staff throughout the transition process
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Enter data or information into a terminal, PC, or other keyboard device.
- Interpret and apply federal, state and local ordinances, laws and regulations related to housing and community development programs.
- Work cooperatively with other agency departments, other governmental agencies, private organizations and the public.
- Make significant decisions and exercise resourcefulness in resolving new problems.
- Individuals must be physically capable of operating vehicles safely, possess a valid driver's license and have an acceptable driving record.
- Ability to model respectful, positive, can-do attitude
- Knowledge of the population served
- Understanding of professional boundaries

Education/Experience/Licensure:

Graduation from a four-year college or university and three years' experience in a community, business, or government program, preferable in the fields of education, social work, public health, or public relations; Experience in coordinating services, documenting services and plans, housing and community development and/or planning preferred.

Application Process:

Email Lynn Parrish, HR Director, or hr@eastpointe.net and request a copy of your application be placed in the position vacancy file. If your current application on file is over two years old, please complete a new application and submit with your request.

Additional Comments:

Salary is commensurate with education, credentials, and creditable work experience. Degree must be from an accredited college/university. *Eastpointe LME/MCO is an equal opportunity employer.*