

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title: Transition Consultant

Reports To: Community Services Program Manager

Supervises: None

FLSA Status: Exempt Non-Exempt

General Duties:

Delivery of assigned program services in accordance with Agency Vision, Mission, and Values and applicable program contracts, manuals, and guidelines.

Assist individuals with intellectual/ developmental disabilities that are nearing exit from secondary education (and their family) to identify a transition plan.

Specific Duties and Responsibilities:

- Provide linkage and referral services to clients and families with community supports and services as appropriate.
- Knowledge of all available service options, enabling the client to make an informed choice, and promotes self-advocacy whenever possible.
- Support families with transition planning from an Illinois State Board of Education setting to adult services.
- Help clients identify goals, determine steps necessary for goal achievement, and evaluate progress.
- Interact with, or on behalf of the clients, with intention of improving or maintaining their ability to function in a variety of interpersonal situations, including in the family, school, job or community.
- Attend Individual Education Plan meetings for families who wish to work with a Transition Consultant.
- Attends in-service events to maintain and enhance skills.

- Attend community meetings and events to educate the community about program services.
- Document all service provision within 48 hours of service/contact.
- Attend training as required by supervisor.
- Participate in team meetings and individual supervisions and other committees/meetings as requested/assigned.
- Share information and resources with team.
- Maximizes coordination and communication among all the Community Services programs and staff.
- Consults and coordinates with other systems/service providers (school, agencies) to maximize service effectiveness.
- Maintain up to date work schedule in Outlook calendar
- Demonstrates openness to constructive feedback about personal work habits, with a focus on continuous improvement of job performance, and growth in terms of professional development.
- Other duties as assigned.

Required Knowledge, Skills, Characteristics and Abilities:

- Associate's degree in human services or related field. At least one year experience providing direct services to persons with developmental disabilities.
- Ability to pass criminal background check.
- Valid driver's license.
- Ability to follow program procedures while adjusting work style to meet the needs of the client.
- Knowledge of the State of Illinois' development disability system and local developmental disability service providers.
- Ability to handle program and client information in a confidential manner and report concerns as mandated.
- Ability to understand the vision, mission, and values of CCRPC and to implement in everyday work.
- Knowledge and respect for diverse cultures/lifestyles and problems of poverty in the community.
- Knowledge of trauma-informed care principles.
- Ability to react to change productively.
- Ability to follow written and oral instructions with minimum supervision.
- Ability to communicate effectively both written and orally.

- Ability to complete timely and accurate documentation.
- Ability to function professionally in stressful situations.
- Ability to work individually and as a team member.
- Ability to implement concepts learned from training.
- Ability to set work priorities and organize effectively to meet deadlines.
- Proficient in English (spelling, punctuation, grammar).
- Ability to attend worksite regularly to perform job duties and responsibilities.
- Computer skills needed to complete case documentation, data entry and timesheets.
- Ability to attend program meetings and/or training as required.
- Ability to work a flexible schedule to accommodate client scheduling needs including evenings and weekends.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct program specific screenings, eligibility determinations, and assessments
- Develop individualized transition plans
- Travel to meetings, training, service delivery, and other work sites
- Provide direct work with program participants or on behalf of the program participant approximately 80% of workweek
- Travel and/or complete non client specific program related functions sitting/standing at a desk approximately 20% of workweek
- Lift and carry equipment necessary to complete work, approximately 20 pounds

Competencies:

- Problem Solving/Analysis
- Communication Proficiency
- Decision Making
- Ethical Conduct
- Time Management

Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work
- Evening and weekend availability is required as needs of the program dictate.

- Work may include providing services in unconventional settings. These could include, but are not limited to parks, schools, libraries, while traveling in an automobile, or in client's/families homes.

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee _____

Date _____

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