

FLSA Status: Non - Exempt
Prepared By: Director of Family Support
Job Title: Transition Coordinator
Reports To: Director of Family Support
Location: Positive Tomorrows
Prepared Date: 9/21/2022

Summary:

A Transition Coordinator is responsible for implementing case management and outreach efforts of Positive Tomorrows to parents and the community as directed by the Purpose Statement, Mission Statement and Strategic Plan. A Transition Coordinator provides care navigation, advocacy, and support services for current PT families, students transitioning to public school, community students experiencing homelessness and former PT students and families.

Essential Duties and Responsibilities:

- Serves as the point of contact for all former PT student and families; maintaining case records, client documentation, and post-transition engagement.
- Collaborates with interdisciplinary staff and departments through communication, meetings, transition planning, evaluation, and goal setting.
- Fulfills incoming records requests and contacts school counselors for transitioning students.
- Conducts quantitative and qualitative assessments with students and families, maintains appropriate records and files, and creates outcome reports to measure program impact.
- Builds relationships with other agencies, district homeless liaisons, schools, and individuals who work with families transitioning out of homelessness to maintain household stability.
- Maintains caseload of students and families making regular visits to assess needs, set goals and support maintenance of goal completion for current and transitioning families.
- Assists with transportation needs as required; includes, driving company vehicles and transporting clients, and van/bus route duties as needed.
- Educates and advocates for client's McKinney-Vento rights at the local and state level, in conjunction with education staff, families, case managers, and homeless service liaisons.
- Reports regularly to Family Support Director regarding activities and progress towards meeting goals. In the absence of Family Support Director, reports to the Lead Case Manager.
- Completes enrollments of new PT families, supports transitioning families through public school enrollment process, and identifies alternative placements for students with specific exceptionalities.
- Assists with fundraising efforts by recording longitudinal client tracking, providing data, transition updates, client stories, etc.
- Collaborates with families and other stakeholders to increase stability and prevent homelessness.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of social work practices; particularly concerning care navigation, McKinney Vento rights, and educational needs of the homeless.
- Knowledge of office software programs (Microsoft Office, Outlook, database software).
- Understanding of Trauma-Informed Care and Social Work Code of Ethics

Personal Characteristics:

- Person of exemplary character who is deeply committed to Positive Tomorrows' mission.
- Ability to work in confidential matters.
- Ability to be responsive to change and to address new challenges in providing services.
- Ability to work with individuals from diverse backgrounds, social classes, and ethnicities.
- Able to establish and maintain effective internal and external working relationships.
- Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities. Think critically and analyze situations.
- Ability to work and communicate as a member of a team.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies :

- Care coordination - Execute processes of engagement, assessment, intervention, and evaluation to remove barriers and strengthen family systems.
- Problem Solving – Gather and analyze information skillfully and apply it to situations where resolution is needed.
- Commitment to service– Effectively pursues goals while upholding dignity and worth of client.
- Interpersonal - Maintains confidentiality of families while balancing correspondence with other professionals. Adheres to best practice standards when communicating client information.
- Ethics - Treats people with respect, keeps commitments, inspires the trust of others, works with integrity, and upholds organizational values and mission.
- Organizational Support - Follows policies and procedures, completes administrative tasks correctly and on time, supports organization's goals and values, and supports organization through outside activities and relationships.
- Adaptability - Manages competing demands; able to deal with frequent change, delays, or unexpected events.
- Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals, and completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily, undertakes self-development activities, seeks increased responsibilities, takes independent actions and calculated risks, continually strives to increase professional knowledge and skillset.
- Judgment - Displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, and includes appropriate people in a decision-making process.
- Professionalism - Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts responsibility for own actions, and follows through on commitments.
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Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education/Experience:
 - Bachelor's Degree (social work or related field preferred)

- 2 years' experience in providing social services or education to children and families
- Computer skills and ability to use technology in data collection
- **Language Ability:**
Ability to read, analyze, and interpret research data, professional journals, and government legislation and policy. Ability to complete. Ability to complete documentation, applications, and agency referrals using social work practice terminology.
- **Math Ability:**
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- **Reasoning Ability:**
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:**
To perform this job successfully, an individual should have knowledge of Word Processing software, Outlook calendar, Spreadsheet software, Internet software, Project Management software and Database software.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be willing to work flexible hours, including evenings and weekends.
- Must have vision and auditory abilities to operate office equipment listed above.
- Must possess a valid Oklahoma Driver's license, Commercial Driver's License Class B preferred, have reliable transportation and the ability to drive.
- Must be able to carry 25 pounds

Transition Coordinator

Date

Director of Family Support

Date