



CENTER FOR PEOPLE WITH DISABILITIES (CPWD) JOB POST

People with disabilities are strongly encouraged to apply!

TITLE: Transition Coordinator

PRIMARY OFFICE: Boulder

FLSA/EMPLOYEE STATUS: Full-Time or Part-Time; Non-exempt

PAY & BENEFITS: \$19-\$22/hr. Full-time benefits include: medical, dental, vision, life and accident insurance; Employee Assistance Programs (EAP); 401(k); vacation time, holidays, sick time and personal days. Part-time benefits include: Employee Assistance Program (EAP); 401(k); and paid holidays, vacation time, sick time, and personal days.

SUMMARY:

The Transition Coordinator is responsible for assisting individuals with disabilities to transition out of long-term care facilities into living in the community with supports and services. Will serve as a role model and mentor for people with disabilities within the community, and maintain positive and effective relationships with CPWD staff and partner agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate community living services, housing, durable medical equipment, and purchase household items for those transitioning out of nursing homes through the Transitions program.
- Provide one-on-one direct services to consumers, including the core service of Independent Living Skills Training.
- Coordinate details of move with consumer, nursing home, and other community entities.
- Facilitate Transitions team meetings between consumer, nursing facility staff, and other community partners.
- Work collaboratively with Transitions team members and other CPWD staff.
- Complete all state-mandated Transition Coordinator trainings and attend ongoing trainings in Denver.
- Participate in community events and public relations efforts, including public speaking to groups and disability awareness workshops.
- Work independently, schedule and manage personal workload, and recognize when there is a need for approval or support from supervisor.



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- Maintain accurate and timely records required by CPWD, including Consumer Service Records, Medicaid databases documentation, and documentation of billable hours for services rendered.
- Must comply with policies, procedures and regulations from CPWD and funding sources related to use of company credit card, purchasing, purchase requests, and promptly submitting receipts.
- Maintain strict confidentiality and work within the confines of HIPAA regulations.
- All CPWD staff members are considered mandatory reporters, obligated to report signs of abuse they are aware of both on and off the job.
- Must be able to travel as needed for direct services, groups, meetings, trainings and outreach events.
- Participate in CPWD staff meetings, program meetings, and staff trainings.
- Perform other duties, as assigned.

QUALIFICATIONS:

- Associate's degree in a relevant field and/or relevant equivalent experience.
- Proficiency with MS Windows, MS Office, Google Suite, and other common computer programs.
- Must maintain current COVID vaccine status and practice precautionary measures as defined by regulatory authorities governing the program and provide vaccine documentation to HR.
- Strong organizational and customer service skills, and attention to detail.
- Leadership and interpersonal skills with diverse peers, consumer base, other staff members and management.
- Able to work independently, making solid decisions and exercising sound judgment with consumer and community contacts.
- Commitment to co-creating a culture that fosters diversity, equity, and inclusion.
- Able to demonstrate commitment to CPWD's non-discrimination policy [DEI Statement](#)
- Able to demonstrate CPWD's core values of inclusiveness, flexibility, person-first, accountability, and integrity.
- Working knowledge of disabilities and disability-oriented issues.
- Able to positively represent CPWD and outreach to the community and public.
- Effective written and oral communications skills.
- Valid driver's license, insurance, and clean driving record (if applicable).
- Satisfactory backgrounds checks.

PREFERRED QUALIFICATIONS:

- Personal experience with disability is a huge advantage!
- Bachelor's degree strongly preferred.



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- Exposure to Independent Living Philosophies, and best practices in the IL community.
- Ability to lift/move up to 30 pounds, as needed.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

- Office environment requiring ongoing computer use and an extended amount of time sitting or standing.
- Primarily based out of Boulder CPWD office location.
- May be asked to work out of any CPWD office, as needed.
- Local and regional travel in various weather conditions.

CPWD is an Equal Opportunity Employer

We are dedicated to the principles of Equal Employment Opportunity and fostering a culture that promotes diversity, equity, and inclusion while actively challenging and dismantling systemic racism and oppression. Reasonable accommodations may be made to empower a qualified candidate to perform the essential functions of the job.

HOW TO APPLY:

Please submit an updated résumé and cover letter to jobs@cpwd.org explaining why you are a strong candidate for this position. We look forward to hearing from you!

www.cpwd.org