



SUCCESS 4 KIDS & FAMILIES, INC.
POSITION DESCRIPTION

TITLE: TRANSITION SPECIALIST

FLSA STATUS: Exempt

REPORTS TO: Program Supervisor

WC CODE: 8864

POSITION SUMMARY

The Successful Transitional Coordinator shares in Success 4 Kids & Families, Inc. (S4KF) responsibility for adherence to all organizational policies and procedures, as well as compliance with all applicable program, federal, state and local laws and regulations. He/she must represent S4KF in a highly professional manner, ensure the confidentiality of clients, and work effectively with a variety of populations including; S4KF Staff, clients & their families, and representatives of funder& community program/service providers.

PRINCIPAL DUTIES AND PERFORMANCE STANDARDS

- Manage a caseload of approximately 10-15 clients who are at-risk/high risk and range in age from 16-25 with a mental health and/or substance abuse diagnosis.
- Provide intensive services utilizing the wraparound and Transition to Independence Process (TIP) evidence based models.
- Prepares written diagnostic assessments, assessing clients from multiple perspectives, including family functioning, psychological/emotional, social, academic, medical, behavioral, substance abuse, sexual, skills, strengths, barriers to economic self-sufficiency, treatment history, and others, and utilizing specified instruments
- Facilitates wraparound team meetings to enlist existing supports in determining and meeting service objectives, as well as to identify additional resources and supports. The team includes the youth/young adult, and may be comprised of family members, natural supports, peer specialist, and service providers including mental health, substance abuse, education, and health & wellness. It may also include a probation or parole officer, or child welfare worker, if the youth is involved in these systems.
- Prepares written transition/wraparound plan, incorporating input from clients, involved service providers, and wraparound team members, and clearly identifying problem areas and needs, strategies, and service objectives
- Participates in other interdisciplinary, diagnostic, or planning meetings as necessary
- Collaborates and coordinates with other case involved service providers and professionals, such as attorneys, school personnel, social workers, and probation officers
- Links clients with external programs or services, such as health services, recreational activities, child care services, financial assistance, housing, employment resources, AA/NA groups, transportation resources, and others
- Guides, collaborates, and coordinates care with the Youth Coordinator and assigned Peer Support Specialist regarding engagement, support and service strategies for the clients
- Works with Clinical Supervisor to increase effectiveness of therapeutic interventions
- Prepares written Discharge/Transition plans
- Works with Clinical Supervisor to increase effectiveness of therapeutic interventions
- Apprizes Clinical Supervisor of work load, case activity, service barriers, and procedural problems in staff and one-on-one meetings
- Documents case activities for clinical, grant reporting, program evaluation, and billing purposes
- Provides on-call coverage as assigned
- Other duties as assigned

Organizational Support and Additional Duties

- Maintain client notes in accordance with S4KF policies, funder requirements and state/federal professional standards.
- Maintain a data base of community resources applicable to the needs of S4KF's client population.
- Abide by all S4KF policies and standards of conduct.
- Participate in staff meetings, supervision, workshops and training as requested.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work well in a team environment as well as independently. Able and willing to take on and learn additional and different responsibilities. Ability to work in a dynamic environment, and to adapt easily to change. Ability to work well under stressful situations
- Able to effectively communicate (verbally, written, and interpersonally) with poise and professionalism. Expresses disagreement professionally, and works towards conflict resolution. Ability to speak publicly and facilitate group discussions. Effectively and assertively presents one's point of view without alienating others.
- Ability to maintain strict level of confidentiality with clients and staff. Handles all client-related documents in accordance with HIPAA and Agency guidelines.
- Demonstrated ability to understand a variety of patients from different backgrounds; ability to work with diverse populations; shows respect and sensitivity for differences
- Excellent judgment, decision-making and problem-solving skills. Ability to think through likely cause of problems before referring them to others. Ability to make sound decisions in emergency situations
- Ability to lead, and mentor others effectively. Works with integrity and ethically, inspires the trust of others. Demonstrated ability to accept ownership, take initiative and assume responsibility. Takes the initiative to get the right people involved to resolve matters quickly and effectively.
- Strong organizational skills. Solid ability to follow through on details and ensure completion of obligations in accordance with established procedures.
- Proficiency in using agency computer systems and software as required to perform essential job functions
- Knowledge of community resources available to at-risk youth and their families and how to access those resources
- Skill to recognize and implement opportunities for continuous process improvement with an emphasis on client satisfaction and accountability
- Ability to communicate effectively using a variety of styles and techniques appropriate to the audience.
- Ability to evaluate the interpersonal characteristics of and demeanor of individuals or groups in order to respond appropriately to a variety of personalities and situations.
- Ability to obtain relevant information through interview or from a variety of other resources
- Ability to determine from a large amount of information, that which is relevant to understanding the client's needs
- Ability to develop and apply creative and innovative solutions to problems
- Determine priorities based on risk and need, make decisions based on organizational procedures and sound judgment, recognize and act on reportable events, determine appropriate course of action in emergency or high-risk situations.
- Skill to effectively manage time to meet program needs and desired outcomes
- Knowledge of confidentiality regulations, procedures and information exchange agreements to protect information from unauthorized disclosure.
- Computer skills with proficiency in Microsoft Office (Excel, Word, Outlook) and internet navigation & research.
- Ability to build and maintain the community's trust for S4KF as an effective, expert and compassionate provider of service.
- Must be able to maintain effective and professional boundaries with staff, community partners, and program participants.

QUALIFICATIONS

- Bachelor's degree in social work, social services, human services, or other closely related discipline
- Three years of experience working in a mental health setting with youth and/or young adults
- Experience in working with at-risk families, LGBTQ2, child welfare and/or minority populations
- A demonstrated commitment to Wraparound principles of care
- Preference for candidates who are bilingual English/Spanish.
- Ability to travel as required by the position.
- Must possess reliable transportation and a valid Florida Driver's license at time of hire
- Must possess the ability to relate effectively with clients and families and respond to crisis situations
- Required to obtain, maintain and provide proof of automobile insurance coverage reflecting the following coverage amounts:
 - ✓\$25,000.00 Bodily Injury Per Person
 - ✓\$50,000.00 Bodily Injury Per Occurrence
 - ✓\$25,000.00 Property Damage

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- This position is both an office and field position that will require up to 75% in the field.
- This position will require off-hours including evenings and weekends.
- Spend a significant amount of time driving and getting in and out of the car to see clients in their homes or at school.
- Safely walk/maneuver in a variety of client home conditions and types of constructions (including, but not limited, to climbing stairs in apartment buildings without elevators).
- Able to run/move quickly at all times to a place of safety if faced with unsafe conditions when in the field, including at a client's home
- Able to see clients under conditions that may be considered uncomfortable or even hazardous, including but not limited to poorly maintained premises that may lack ventilation and/or air conditioning, kept untidy, dirty, cluttered.
- May be exposed to clients who are hostile or may have poor hygiene, infections, and/or a communicable disease.
- May be exposed to high outdoor or indoor temperatures during the summer months.
- S4KF is a smoke free environment including no smoking when in a client's home.

SERVICE EXCELLENCE STANDARDS

- Demonstrate a commitment to maintaining S4KF's high quality service standards.
- Promote excellence and continual improvement by participating in the organization's Performance and Quality Improvement Process.
- Works effectively with diverse populations, demonstrating an understanding of, and sensitivity to differences in cultural characteristics, socioeconomic status, and background experiences of the agency's service recipients.
- Deal professionally and proactively with Board members, co-workers, consultants, clients, providers, and the general public.