

**NORTHERN REGIONAL CENTER FOR INDEPENDENT LIVING**  
**210 Court Street #107, Watertown, NY 13601**

**TITLE:**                   **Transitions Coordinator**

**REPORTING**

**RELATIONSHIP:**   Reports to Independent Living Program Director

**JOB SUMMARY:** The Transitions Coordinator works closely with correctional facilities staff, community-based organizations and other appropriate entities to assist individuals with mental health or substance use disorders who are near release with discharge activities. Work sites: Jefferson County Jail and NRCIL office.

**JOB DUTIES:**

- Provides discharge planning information and referral on behavioral health issues, entitlements, empowerment, medical services, support groups and other community resources.
- Provide trainings for individuals and groups in effective self-advocacy, risk reduction and other health related issues.
- Gathers/disseminates information on organizations and resources for people living in other areas of the State.
- Shares information in a manner that is culturally competent, understandable and usable by inmates.
- Develops/maintains working relationships with facility staff.
- Provides peer-related training and information to correctional staff and general population when requested and appropriate.
- Brings inmates' issues related to confidentiality; medical and other treatment to the attention of supervisor and/or appropriate correctional staff.
- Complete all reporting and record keeping as required.
- Prepares accurate reports relating to program activities.
- Maintains confidentiality of individuals worked with and throughout the program.
- Respects and follows any rules, regulations and practices identified by the Lewis County Sheriff's Department.
- Assists in development and implementation of regular program evaluation.
- Periodically travel overnight to other locations for meetings and training.
- Work closely with the other staff to maximize the effect of the continuum of services.
- Engage consumers to become involved in NRCIL programs and participate in Center activities and advocacy efforts (volunteer)
- Provide Self-Help and Advocacy Training programs and support groups.
- Devise a plan for an unexpected absence from this position.
- Work outside regular hours when necessary.
- Perform any additional duties as may fall within the scope of said position and ability of employee as requested by Program Director and/or Executive Director
- Model and initiate the learning of self-advocacy skills and the Independent Living Philosophy

**Preferred Qualifications:**

Bachelor's degree and minimum of three years' experience in Human Services and/or experience with forensic programs and issues preferred, or appropriate combination of skills, experience and education. A must have excellent communication and interpersonal skills. Must have ability to withstand stress and work independently. Be culturally sensitive and/or member of and minority a plus. Spanish language intercultural experience and/or personal experience with behavioral health disorders a plus. Interest in disability rights and familiarity with the concept and philosophy of the independent movement a plus. Reliable transportation required.

July 2017