JOB OVERVIEW

JOB TITLE	Open Doors Transition Specialist
DEPARTMENT	Transition Services
LOCATION	Batavia, N.Y.
DIRECT SUPERVISOR	Transition Services Coordinator

GENERAL JOB DESCRIPTION

Assists individuals in re-entry from institutional settings to the community. Facilitate and coordinate, for individuals residing in institutions, a comprehensive plan to re-enter the community.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Receive referrals from the Transition Services Coordinator and ensure the community re-entry process is followed through for each consumer.
2. Provide counseling and information for individuals and families who are considering, or are in the process of, re-entry into the community.
3. Coordinate visits to institutions, provides potential participants with unbiased information regarding available home and community-based services, participates in discharge planning, and coordinates with other relevant social services agencies involved in the discharge and transition-care of the consumer.
4. Develop and facilitates person-centered plans effective for the 90-day transition period, secures qualified housing, coordinates home and community-based services during the transition period, and subsequently ensures continuation of services after the 90-day transition period is completed.
5. Collaborate with the consumer, social workers, and other supports to determine barriers to community re-entry.
6. Work as a collaborative member of the entire Transition Services Department and provide support to team members as appropriate and assigned by Transition Services Coordinator.
7. Assist in addressing barriers related to medical conditions or counseling needs.
8. Ensures all significant consumer data and service provision details are current and accurate, and that they are documented in a timely manner into Western New York Independent Living, Inc's (WNYIL's) Electronic Consumer Record (ECR), as well as the contracted providers' databases.
9. Assist in recruiting Peers to provide support to individuals who are in the process of community re-entry.
10. Attend Agency's in-service training and staff meetings as well as any other Agency-related activities as instructed.
11. Participate in maintaining a neat, clean, and safe work environment.
12. Perform other job-related duties as assigned by the supervisor.

EDUCATION & TRAINING

Associate Degree in related human services field
OR
Bachelor's Degree in related human services field

- Professional and life-experience may be considered in lieu of, in full or part of academic credentials.

KNOWLEDGE & EXPERIENCE (if required)

- Working knowledge of issues faced by persons of all ages who are in need of long-term services, particularly with those related to nursing home transition.
- Professional and life experience may be considered in lieu of, in full or part of academic credentials.

Associate degree requires three (3) years of work experience working with community-based, long-term care projects or working with other comparable work experience in a private setting.

SKILLS & ABILITIES

- Possess a deep commitment to person-centered planning and consumer choice.
- Firm understanding of Medicaid eligibility and coverage, as well as 1915c Medicaid waivers.
- Experience working with individuals with disabilities is preferred.
- Must have reliable transportation and be willing to travel throughout Erie, Niagara, Genessee, Orleans and Wyoming Counties.
- Possesses excellent written, verbal, and organizational skills.
- Must have an intermediate level of knowledge of computers, including the use of Excel spreadsheets, databases, word processing, and networks.
- Perform in a professional, conscientious, and efficient manner for the purpose of ensuring a better quality of life for persons with disabilities.

WORKING CONDITIONS

WORK ENVIRONMENT	Office/Community
PHYSICAL DEMANDS OF THE JOB	Sitting for extended periods of time. Occasional lifting of not more than 15 pounds.
HOURS / SHIFTS	37.5 – 40 hours per week. M – F 8:30 am – 5:00 pm. Overtime is rarely required.
CLASSIFICATION	Full-time, salary, non-exempt, Professional staff Salary: $41,000-$43,000
BENEFITS	Agency provided group health insurance. Vision, dental, life, supplemental insurances available. PTO and paid holiday package. 403(b) retirement with Agency match.

	Employee Assistance Program
OTHER	Western New York Independent Living, Inc. values our employee safety and follows all recommended NYS required Infectious Disease Prevention Protocols. Western New York Independent Living, Inc. is an Equal Opportunity Employer. Reasonable accommodations will be made for people with disabilities. Western New York Independent Living, Inc. is a scent-free Agency.

POSTING INFORMATION

Closing Date: November 24th, 2026

Cover Letter and Resume Required to:

Human Resources Dept.
WNY Independent Living, Inc.
3108 Main St.
Buffalo, N.Y. 14214
employment@wnyil.org