



Job Title: Transitions Coordinator
Reports To: Assistant Director
FLSA Status: Full-Time, Exempt
Department: HCBS
Location: M4A – 5 Counties

Position Summary: Transitions Coordinator

The Gateway to Community Living is an Alabama Medicaid initiative that expands home and community-based resources for Alabamians who are aging or have disabilities. It is part of a rebalancing demonstration that is funded through the Centers for Medicare and Medicaid Services (CMS) Money Follows the Person (MFP) program. The GCL provides supports to individuals who wish to transition from nursing homes and institutional settings to a home and community-based settings. The program utilizes the state’s existing long-term care system as a foundation, allowing individuals currently living in institutional settings to enroll in one of six Home and Community-based Waiver programs. The goal of the Demonstration is to support individuals to successfully transition from institutional settings to community living, while further enhancing the State’s infrastructure so that community living is an option for all Alabamians regardless of disability.

The Transitions Coordinator must adhere to ethical behavior and HIPAA; establish and maintain positive working relationships; communicate effectively; and foster teamwork.

Essential Duties and Responsibilities:

- Coordinates transition from an institutional setting to community-based setting.
- Receives referrals from Gateway To Community Living, Alabama Medicaid Agency.
- Contacts potential clients to discuss program requirements, client responsibilities and complete required forms.
- Submits required paperwork to ADSS through the GCL portal.
- Once approved, completes additional required paperwork and submits through the GCL portal. If not approved, notifies client.
- Reviews housing options. May be private home, apartment, with family member. May require securing appropriate housing for individual clients.
- Once client is approved to go home, assesses and coordinates transitional needs of client. This may include environmental needs, as well as daily living needs, i.e. assistive devices, furniture, appliances, etc.
- Determine level of care for client and services available. Discuss provider options.
- Coordinates transition back into the community.
- Transition Coordinator works with ACT Case Manager during the transition process, with each following the GCL Transition Guidelines. Once the transition is complete, the client is transferred to ACT Waiver Case Manager.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities (**can be acquired on the job*)

- Ability to effectively interpret policies and procedures established by the Alabama Medicaid Agency for the Gateway to Community Living program.
- Comprehend the goals, objectives, and regulations of the various aging programs.*
- Ability to analyze program guidelines and make decisions.
- Knowledge of English grammar, spelling and punctuation.
- Ability and experience in expressing ideas effectively both orally and in writing.
- The ability to establish and maintain effective working relationships with event sponsors, state agencies, contractors, clients and their families.
- Good record keeping skills.
- Ability to operate a computer, with knowledge of Windows, Excel and Word.
- Ability to develop and manage multiple projects.



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Education / Experience:

- Bachelor's degree in the Behavioral Sciences or Social Services and two (2) years of experience in a Medicaid HCBS program preferred.
- Possess a valid Alabama driver's license.
- Required to attend meetings at night, travel to workshops, speaking engagements, and other official functions, which may require overnight travel.
- Required to work nonstandard hours occasionally to complete job duties.

Essential Functions / Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, crouching, reaching, and sitting throughout the day.
- Ability to meet the attendance requirements for the position.
- Ability to "drive" to locations necessary to accomplish for position / program work.
- Ability to occasionally lift and/or move up to 10 pounds.

Benefits:

BCBS Insurance; RSA – ERS; *others available upon interview

How to Apply: Email cover letter, resume, list of three references and salary requirements Ladams@m4a.org

Deadline to Apply: Open until filled.