

POSITION DESCRIPTION

Position Title: Colbert Engagement and Support Coordinator

Date: 3/9/2024

Department: Independent Living

BASIC FUNCTION:

This role will outreach to people with disabilities living in nursing facilities (NF) to tell them about their right to seek transition services under the Colbert Consent Decree. In addition, this role will educate consumers about resources available to them to transition, offer pre-transition support and education, and conduct post transition home visits for 18 months.

SPECIFIC DUTIES:

- Conduct face-to-face meetings with residents of the NFs to encourage them to explore transition options.
- Provide information to residents during the face-to-face meeting regarding types of housing options, available services and supports, and other transition information.
- Provide literature and brochures about services available through Colbert decree.
- When appropriate engage family members and/or guardians in discussions about transition from NF to the least restrictive community based setting, providing information, and addressing family/guardian concerns about the process.
- For those residents who express an interest in transition, obtain their consent for assessment.
- Build rapport and develop partnerships with facility staff, and other community partners to create residents access and engagement.
- Document the outcome of each outreach interaction with residents.
- Work with consumers on increasing transition readiness by: providing peer support, independent living skill trainings, community visits, and linkage to supports
- Accompany residents into the community to explore neighborhoods and resources and improve compliance with community visit reporting to support community reintegration efforts.
- Provide individualized post-transition support
- Properly complete required documentation and enter data into internal and external online databases on timely basis.
- Provide regular weekly updates, complete monthly and quarterly reports when necessary.
- Attend internal and external meetings
- To complete other duties as assigned.

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EDUCATION AND TRAINING:

BA/BS and/or education/training in services available for people with disabilities preferred.
Computer skills required: Data Entry, Microsoft Office Programs or equivalent.

EXPERIENCE:

Experience (personal or professional) working with people with disabilities and first hand knowledge of disability required. Ability to interact with a diverse group of internal and external stakeholders. Strong communication skills, exceptional customer service, and proven ability to connect with a wide range of individuals; Individuals with lived recovery experience and/or individuals who have successfully transitioned from a SMHRF or NF to a Community-Based Setting are highly encouraged to apply.

PHYSICAL DEMANDS: Ability to travel throughout Cook County. Applicants with driver's license and a vehicle preferred.

EQUIPMENT OPERATED: Computers, Copy machine.

WORKING ENVIRONMENT: Time will be spent in NFs, in the community, conducting home visits, in the office, and working from home per Access Living hybrid work model. Office area is a shared workspace divided by cubicles. Verbal communication can be heard from other staff in adjoining cubicles.

SUPERVISED BY: Supervisor of Colbert Engagement and Support program

COMPENSATION: \$50,000 - \$53,000

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