#### Job Description Transitional Specialist

Purpose & Scope

The essential position is one of care coordination for youth/young adults who are in transition. The focus of this work will be to address the critical domains of functioning for young adults to include: working, living, learning, belonging and healing. These are addressed through a strength-based, individualized team process.

#### Essential Functions & Responsibilities

Assist child and family teams in developing functional transitional plans for those youth that are still in the Wraparound program

Assist in the development of the youth/young adult driven service delivery plan

(Futures Plan) and monitor progress.

Be a strong advocate in developing resources across all domains for youth/young adults

Facilitate monthly plan of care meetings

- Maintain a caseload that will include assigned youth as well as Tier 1 youth that do not have an assigned coordinator.
- Act as a liaison and advocate for youth with schools, governmental agencies and community organizations
- Identify and arrange for participation in appropriate mental health and supportive services

Build community-based organizational relationships

Encourage young adults to participate in the clubhouse and the council

# Education / Training/Experience

A minimum of 7 years experience working with social services and 5 years working with older youth and young adults that have mental health challenges.

A minimum of a bachelor's in social work or a related field; master's degree preferred.

OR

Ten years experience in social services field with older youth and young adults that have mental health challenges and 4 years of supervisory experience.

# Essential skills & knowledge

Conducts ease management using best practices and protocols.

- Understand and implement the best practice standards for transitional planning
- Understand and operate under a model of strength -based service using an individualized centered approach.

Understand the strength of formal and informal community supports and how to access them

Skillful in facilitation of team process

Technical requirements include maintaining all required documentation (Federal requirements), assessment tools and case management notes.

# Required training

- Transition to Independence Process (TIP)
- Transitional Planning
- Webinars related to healthy transition to adulthood
- <sup>n</sup> Synthesis

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