



## **CENTER FOR PEOPLE WITH DISABILITIES (CPWD) JOB POST**

*People with disabilities are strongly encouraged to apply!*

**TITLE:** Transition Coordinator

**PRIMARY OFFICE:** Boulder

**FLSA/EMPLOYEE STATUS:** Full-Time or Part-Time; Non-exempt

**PAY & BENEFITS:** \$19-\$22/hr. Full-time benefits include: medical, dental, vision, life and accident insurance; Employee Assistance Programs (EAP); 401(k); vacation time, holidays, sick time and personal days. Part-time benefits include: Employee Assistance Program (EAP); 401(k); and paid holidays, vacation time, sick time, and personal days.

### **SUMMARY:**

The Transition Coordinator is responsible for assisting individuals with disabilities to transition out of long-term care facilities into living in the community with supports and services. Will serve as a role model and mentor for people with disabilities within the community, and maintain positive and effective relationships with CPWD staff and partner agencies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinate community living services, housing, durable medical equipment, and purchase household items for those transitioning out of nursing homes through the Transitions program.
- Provide one-on-one direct services to consumers, including the core service of Independent Living Skills Training.
- Coordinate details of move with consumer, nursing home, and other community entities.
- Facilitate Transitions team meetings between consumer, nursing facility staff, and other community partners.
- Work collaboratively with Transitions team members and other CPWD staff.
- Complete all state-mandated Transition Coordinator trainings and attend ongoing trainings in Denver.
- Participate in community events and public relations efforts, including public speaking to groups and disability awareness workshops.
- Work independently, schedule and manage personal workload, and recognize when there is a need for approval or support from supervisor.



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- Maintain accurate and timely records required by CPWD, including Consumer Service Records, Medicaid databases documentation, and documentation of billable hours for services rendered.
- Must comply with policies, procedures and regulations from CPWD and funding sources related to use of company credit card, purchasing, purchase requests, and promptly submitting receipts.
- Maintain strict confidentiality and work within the confines of HIPAA regulations.
- All CPWD staff members are considered mandatory reporters, obligated to report signs of abuse they are aware of both on and off the job.
- Must be able to travel as needed for direct services, groups, meetings, trainings and outreach events.
- Participate in CPWD staff meetings, program meetings, and staff trainings.
- Perform other duties, as assigned.

### **QUALIFICATIONS:**

- Associate's degree in a relevant field and/or relevant equivalent experience.
- Proficiency with MS Windows, MS Office, Google Suite, and other common computer programs.
- Must maintain current COVID vaccine status and practice precautionary measures as defined by regulatory authorities governing the program and provide vaccine documentation to HR.
- Strong organizational and customer service skills, and attention to detail.
- Leadership and interpersonal skills with diverse peers, consumer base, other staff members and management.
- Able to work independently, making solid decisions and exercising sound judgment with consumer and community contacts.
- Commitment to co-creating a culture that fosters diversity, equity, and inclusion.
- Able to demonstrate commitment to CPWD's non-discrimination policy [DEI Statement](#)
- Able to demonstrate CPWD's core values of inclusiveness, flexibility, person-first, accountability, and integrity.
- Working knowledge of disabilities and disability-oriented issues.
- Able to positively represent CPWD and outreach to the community and public.
- Effective written and oral communications skills.
- Valid driver's license, insurance, and clean driving record (if applicable).
- Satisfactory backgrounds checks.

### **PREFERRED QUALIFICATIONS:**

- Personal experience with disability is a huge advantage!
- Bachelor's degree strongly preferred.



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- Exposure to Independent Living Philosophies, and best practices in the IL community.
- Ability to lift/move up to 30 pounds, as needed.

### **PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

- Office environment requiring ongoing computer use and an extended amount of time sitting or standing.
- Primarily based out of Boulder CPWD office location.
- May be asked to work out of any CPWD office, as needed.
- Local and regional travel in various weather conditions.

### ***CPWD is an Equal Opportunity Employer***

We are dedicated to the principles of Equal Employment Opportunity and fostering a culture that promotes diversity, equity, and inclusion while actively challenging and dismantling systemic racism and oppression. Reasonable accommodations may be made to empower a qualified candidate to perform the essential functions of the job.

### **HOW TO APPLY:**

Please submit an updated résumé and cover letter to [jobs@cpwd.org](mailto:jobs@cpwd.org) explaining why you are a strong candidate for this position. We look forward to hearing from you!

[www.cpwd.org](http://www.cpwd.org)