



# Southern Tier Independence Center

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<b>Position Title</b>	Open Doors Transition Specialist	<b>HR USE ONLY</b>	
<b>Date Issued</b>	February 2026	<b>Hour Per Week/ Status</b>	40 hours/week, Full-Time
<b>Date Revised</b>		<b>Hourly Rate</b>	\$18.50/hour
<b>Reports to</b>	Transition Director	<b>FLSA Status</b>	Non-Exempt
<b>Department</b>	Open Doors	<b>Location</b>	Binghamton

### Summary

The Open Doors Transition Specialist facilitates the move of individuals from institutions (such as hospitals, nursing homes, or intermittent care facilities) to community-based settings by developing discharge plans, educating on community services, and providing one-on-one advocacy.

### Education and Experience

Associate Degree in Health, Human Services, or related field, or equivalent experience.  
Experience working within the Long-Term Care system.

### Knowledge, Skills, and Abilities

1. Strong commitment to the independent living philosophy, Person Centered Planning, consumer choice and integration of people with disabilities into all aspects of community life.
2. Knowledge of various Medicaid waivers and programs: TBI, NHTD, OPWDD, MLTC/MMCs
3. Knowledge of services, community supports and benefit programs available to people with disabilities
4. Knowledge of different disabling conditions
5. Ability to effectively interact and work with individuals from diverse cultures and backgrounds.
6. Proficient in the use of all Microsoft Office applications (Excel, Word, Power Point).
7. Ability to communicate effectively, both verbally and in writing.
8. Demonstrate professional work habits including dependability, time management, meet deadlines, independence, and responsibility.
9. Knowledge of ethical and professional responsibilities and boundaries.
10. Excellent attention to detail and organizational skills.
11. Ability to multi-task and work effectively in both a team and individual setting.
12. Capacity to work in various settings, including home visits and community-based locations.
13. Valid driver's license, access to a reliable and insured vehicle, and compliance with all applicable state regulations, including required vehicle inspections and driving record checks. Accommodations may be provided for employees who provide travel training on public transportation or telehealth.

### Essential Job Functions

1. Comply with all STIC policies and procedures, as well as applicable state and federal laws and regulations.
2. Receive and process referrals from lead coordinator, NYAIL, facilities, individuals and family members and ensure the transition process is coordinated for each individual.

3. Provide information and assistance for individuals and families who are considering or are in the process of transitioning from an institution to living in the community.
4. Assist and advocate for participant to develop a person-centered transition plan.
5. Coordinate visits to institutions and homes to provide unbiased information on home and community-based services to individuals, participate in discharge planning, and coordinate with other relevant social services agencies involved in the discharge and transition care of the individual.
6. Represent the Open Doors program at all implementation, development, and outreach meetings.
7. Collaborate with New York Association on Independent Living (NYAIL) staff to determine and resolve barriers to transition.
8. Ensure all significant individual data and service provision details are current and accurate and that they are documented in a timely manner into the NYAIL database.
9. Comply with all agency policies and procedures including HIPAA, confidentiality, code of ethics, etc.
10. Collect and maintain all required statistical and other data and prepare reports within established timeframes.
11. Attend all mandatory agency and departmental trainings, meetings, and sign language class and advocacy groups.
12. Perform all other duties relevant to the position as requested.

**Physical Requirements/Working Conditions**

- Ability to sit/stand throughout day to accomplish job.
- Ability to reach above shoulder level.
- Ability to turn/twist upper body.
- Ability to enter data, notes, and other documentation into a computer.
- Must be able to travel throughout Broome, Tioga, and Chenango counties.
- Ability to use hand for repetitive action and fine manipulating for the purpose of keyboarding

*Reasonable accommodations may be made to the extent required under applicable law to enable individuals with disabilities to perform the essential functions of this position.*

*The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, skills, required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the direction of the employer.*

**I have read and understand the responsibilities outlined in this job description.**

Southern Tier Independence Center, Inc. is an equal opportunity employer. It is our policy to hire the best qualified applicant for the position, without regard to: gender; gender identity/expression; sexual orientation; disability; age; race; color; creed; national origin; pre-disposing genetic characteristics; military, familial, marital or domestic violence survivor status; pregnancy or pregnancy-related conditions; criminal history; or any other protected class included in applicable local, state or federal laws.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_