

## **AREA IV AGENCY ON AGING AND COMMUNITY ACTION PROGRAMS, INC.**

### **Position Description**

**POSITION:** Assessment and Transitions Specialist

**DEPARTMENT:** Aging and In-Home Services

**REPORTS TO:** Supervisor Assessment and Transitions

**FLSA STATUS:** Full-Time, Regular, Non-Exempt

**POSITION PURPOSE AND OBJECTIVES:** This position is responsible for providing guidance to individuals, based on information gathered, to allow the individual to make informed choices about long-term services and supports. The Assessment and Transitions Specialist is then responsible for developing and documenting a person-centered action plan toward a goal or a long-term support plan based on the individual's needs.

#### **ESSENTIAL FUNCTIONS:**

- Completes comprehensive face-to-face assessments in an individual's community setting (home, hospital, nursing facility, etc.) to discover strengths, values, and preferences of an individual and identifies all current needs in areas such as housing, income, nutritional needs, informal and formal support systems, health conditions, impairment level, functional needs, mental health status, etc.. All assessments will be completed within required time frames.
- Identification of desired and available options including informal supports, emergency supports, and Aging programs/funds/activities related to the provision of services for Older American's Act, Waiver Intake Process, Family Caregiver, Information and Referral, ADRC, SHIP, Older Hoosiers, PAS, CHOICE, SSBG, MFP, TBI Waiver, A & D Waiver; and other privately funded sources.
- Assist individuals in making informed choices regarding long term services and supports by providing information regarding available options, community resources, and eligibility of available programs to meet the objectives and goals of options counseling.
- Develops and documents a person-centered action plan toward a goal or a long-term support plan and provide assistance in applying for and accessing support options when requested.
- Performs client assessments with PAS/PASRR programs within required time frames and considers all nursing facility admissions for discharge planning.
- Completes required documentation (including all client related activities) and reports in a timely and concise manner. Documentation shall include all information required by specific programs.
- Attends staff meetings, works closely and coordinates with other agency staff members as needed, and consults with Supervisor of Assessment and Transitions as necessary.
- Achieve and maintain certification as an Indiana Case Manager as defined by the state FSSA Department, including attending/maintaining required trainings annually, and; participate in continued education, in-services and workshops as appropriate.
- Other duties as assigned by the Supervisor Assessment and Transitions or Deputy Director of Aging and In-Home Services

#### **REQUIREMENTS AND QUALIFICATIONS:**

Must have one of the following: A Bachelor's degree in any field or an Associate's degree in any field with a minimum of four years full-time direct service experience with the elderly or disabled (this experience includes assessment, care plan development, and monitoring). Ability to observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards, policies and procedures. Ability to comprehend, analyze, make inferences and references from written material. Must possess the ability to organize and multi-task as well as exercise critical thinking skills to solve problems.

Must possess strong computer skills and the ability to learn new systems and programs. Must possess excellent oral and written communication skills and be able to effectively communicate with staff, clients, and inter/intra agencies. Possess ability and desire to work effectively with clients in a non-judgmental and supportive manner. Must possess the ability to evaluate and react to change in a positive and productive manner. Must have the ability to maintain client confidentiality, per HIPAA requirements, and to exercise ethical judgment, integrity, dependability and accountability in the performance of duties. Must have a reliable means of transportation to and from work as well as the ability to travel to various client homes, hospitals or nursing facilities for consultations.

**PHYSICAL REQUIREMENTS:**

To perform the essential functions of this position, the employee is regularly required with or without reasonable accommodations to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, fax machines, copiers, telephones and other office equipment. The position requires the ability to make visits to a variety of home environments that may include walking on rough terrain, climbing stairs, etc. The position may require long periods of data entry. The position requires normal range of hearing and vision. May require lifting of up to 15 pounds.

**ACKNOWLEDGMENT:**

Acknowledgement of this Position Description does not constitute a contract of employment. This position can be modified at any time for any reason with authorization from the Executive Director. Area IV Agency on Aging and Community Action Programs, Inc. is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

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Employee/Date

\_\_\_\_\_  
Executive Director/Date

Revised: January 2022