



Transition Specialist

Denville, NJ, US

Job posted by [DAWN Center for Independent Living](#) on February 17, 2017

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DAWN Center for Independent Living, a disability rights agency, seeks a highly motivated, enthusiastic, outgoing self-starter to provide pre-employment transition services to youth and young adults with disabilities residing in Morris, Sussex and Warren counties.

Job Description:

The Transition Specialist is responsible for delivering and maintaining deliverables for transition services, life skills training, and independent living (IL) services primarily but not exclusively to youth and young adults with disabilities residing in Morris, Sussex, and Warren counties. He/she will assist consumers to access the full scope of services offered by DAWN Center for Independent Living (CIL), and assist in developing and promoting these programs and services.

Essential Duties:

- Assist in developing curriculum-based, customized, and/or other IL transition, IL life skills training, and related programs and services.
- Deliver content of transition and IL life skills or other instructional programs and services and/or customized content in groups or individually.
- Assess/evaluate skill level in a variety of areas with candidates for IL transition, IL life skills, and related programs and services.
- Develop and cultivate partnerships with schools, community-based organizations, parent organizations and local post-secondary education institutions to strengthen transition programming for youth with disabilities.
- Regularly maintain outreach connections with families, schools, and community-based organizations.

- Keep abreast of all local, state and national policies, initiatives, programs, and services relating to IL life skills and transition for people with disabilities (including employment policies/programs/initiatives) through relevant multi-media research and by participating in relevant activities and events.
- Conduct outreach efforts to create an awareness of Independent Living and Transition topics, best practices and challenges relative to youth in transition.
- Attend meetings, conferences, focus groups, committees/boards, and other IL/Transition related group activities.
- Maintain accurate and timely program performance statistics and deliverables for IL transition and IL life skills.
- Prepare accurate, timely reports on programmatic activities as required.
- Produce content for newsletters and other publications or correspondence using current technologies and multi-media communications platforms.
- Identify, organize, and disseminate multi-media information and resources pertaining to IL and Transition.
- In addition to IL Transition Services, provide Information and Referral, Consumer Services, and other Independent Living Services, as time permits, to facilitate the means for persons with disabilities and families to identify and access a wide variety of resources and services through available programs and providers (including DAWN).
- Follow up with individuals seeking or receiving IL/Transition services as required.
- Document consumer contacts utilizing an electronic database system.
- Facilitate/attend workshops and public forums relating to services provided.
- Link consumers to other services provided by DAWN, when appropriate
- Collaborate with agency staff in other program areas to ensure seamless support for consumers receiving other services in addition to Independent Living
- Facilitate distribution of consumer satisfaction surveys
- Assist with advocacy efforts pertinent to consumer base
- Complete all required webinars and trainings
- Attend all internal staff meetings, trainings, and in-services as required
- Attend all staff meetings, in-services, agency-wide events, and trainings, as required

Required Knowledge/Skills/Attributes:

- Knowledge of and support for the Independent Living Philosophy;
- Ability to successfully relate to and communicate with people with disabilities, their families, other organizations, agencies, volunteers, and consumers
- Knowledge of programs and services, benefits, entitlements and supports available to persons with disabilities, as needed;
- Experience using Windows editions 8-10 including expertise in utilizing: Outlook; Skype; Microsoft Word/, Excel, PowerPoint, Publisher,
- Strong team player willing to take direction, initiate business activities and work with management staff and peers;
- Self-starter able to work with minimal supervision/direction;

- Professional demeanor and presentation;
- Have strong and effective spoken and written communication skills.
- Creative thinker using sound judgment in workload coordination and in technical matters;
- Ability to organize work effectively and establish priorities
- Ability to meet or exceed deadlines;
- Ability to make decisions and implement activities impacting the organization's well-being
- Ability to cope with moderate to high levels of stress.

Education and Experience:

- Bachelor's Degree in Education or a Social Services field - and a minimum of two years of experience providing transition related services to youth with disabilities. Experience may be substituted for education on a year-to-year basis
- Previous experience working with individuals with disabilities required

Working conditions:

- Standard Work Week is 9:00 AM - 5:00 PM with a half hour lunch break (37.5 hours)
- Requires site visits and attendance at community based meetings, therefore ideal candidate should have access to transportation. Mileage reimbursement is provided for use of personal vehicle.
- This position has no required physical elements needing special designation.

*** This is a grant-funded position and continued employment is contingent to this funding.**

66 Ford Road
Suite 121
Denville, NJ, US 07834

Application deadline: March 17, 2017

Start date: March 20, 2017

Employment type: Full Time

Professional level: Professional

Job functions: Direct social services, Education, Advocacy

Salary: Commensurate with Experience

Benefits: Paid time off; paid holidays and sick time; health benefits; work travel is reimbursed.

Education: 4-year degree, Master Degree (preferred), Special Education

Language proficiency: Ability to read and write in Spanish preferred

DAWN Center for Independent Living

Areas of focus:

Disability, Disability issues