

STUDENT TRANSITION SPECIALIST

Code No. 4-18-470
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is a direct service, professional-level position responsible for assisting in developing, promoting and monitoring a post-secondary service plan for students with developmental disabilities. The work involves assisting students and their families to identify and obtain available and appropriate services when students are transitioning from school to disability specific adult services, as well as educating them regarding post-secondary options and services. The position is designed to create a support and advocacy system as they navigate through multiple transitions. The employee reports directly to and works under the general supervision of a senior-level staff person. The employee must be available to work evenings. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Assists students/families to identify, develop a plan and obtain services appropriate to student needs;

Coordinates and monitors delivery of identified services and the proper use of resources;

Advocates for clients and their families with service delivery and community agencies and coordinates assessment and evaluation activities;

Assists students/families in the application process for various services such as Supplemental Social Security (SSI), guardianship, and services provided by the New York State Office for People with Developmental Disabilities (OPWDD), and Monroe County Department of Human Services including assisting with utilizing appropriate language, attaching appropriate documentation of developmental disability to applications, and when applicable, filing appeals;

Assists students/families in the navigation of complex systems for adult community services;

Develops training programs to educate students/families on post-secondary options and services;

Provides students/families with information regarding developmental disability awareness presentations;

Conducts initial and ongoing assessment of the status of program referral families through direct contact in the home, school or other facilities, as well as contact with other collaborating professionals;

Maintains statistical and written records and reports regarding service coordination activities;

Participates in planning and evaluation activities relating to the program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, techniques and practices of public and

private service coordination; good knowledge of community resources available to assist families; good knowledge of the application processes of various agencies such as social security (SSI) and (OPWDD); working knowledge of developmental disabilities; analytical skill; good problem-solving skills; ability to identify and analyze needs of students with developmental disabilities and their families; ability to assist students with developmental disabilities and their families to obtain needed services; ability to develop and monitor service plan and make amendments as necessary; ability to develop appropriate training programs; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships and work as a team member; ability to develop and maintain positive relationships with parents; ability to keep and maintain accurate records and reports; independent, self-directed; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with an Associate's degree plus four (4) years paid full-time or its part-time equivalent experience in counseling, special education, or other occupation that involves working with individuals with developmental disabilities,* OR,
- (B) Graduation with a Bachelor's degree plus two (2) years experience as described in (A) above; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Developmental disabilities are defined by the Centers for Disease Control and Prevention (CDC) as a group of conditions due to an impairment in physical, learning, language, or behavior areas. These conditions begin during the developmental period, may impact day-to-day functioning, and usually last throughout a person's lifetime.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS: Depending upon assignment, candidates must possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate the ability to meet the transportation needs of the assignment.

Monroe County Civil Service Commission

ADOPTED: January 8, 2004

REVISED: December 8, 2022