

Parent Network of WNY
Job Description
Job Title: Regional Transition Coach

Exempt (Y/N): N

Date: November 1, 2015

Supervisor: Transition Project Coordinator

SUMMARY:

The role of the Regional Transition Coach will be to implement Parent Network Transition to Adulthood services within a designated region of WNY. The Regional Transition Coach will work directly with students, family members, school district personnel, and community professionals to ensure required Parent Network transition related outcomes are met and documented. The successful candidate will demonstrate excellent communication skills and the ability to work effectively with a wide variety of groups and individuals. Preference will be given to candidates who reside in the designated region, and/or are the parent/family member of an individual with special needs, or the primary recipient of services themselves.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned:

Regional Coach:

- Assists with meeting the deliverables of expected services
- Seeks unidentified, unserved students not currently identified eligible for services
- Assists the student, family members and transition team in the development of effective person centered plans and circle of support
- Expands the agency community relationships throughout the region
- Facilitates linkages within families, the community and service providers
- Identifies resources and needs within the assigned region.
- Provides outreach services and acts as a resource to all departments within the agency
- Attends agency wide and department meetings as required
- Completes all required paperwork and data entry for duties listed above
- Consults and coordinates plans with other professionals.
- Travels throughout the Western New York region.

PROFESSIONALISM:

- Exhibits appropriate language and dress
- Demonstrate appropriate communication skills both written and verbal
- Exhibit appropriate work attitudes and performance behaviors
- Exhibits reasonably regular and predictable attendance and punctuality
- Shows respect and courtesy in all interactions and communication internal or external to the agency
- Demonstrate interest, knowledge and support for Agency mission, values and philosophy
- Demonstrate a flexible, creative approach as well as an adaptability to change
- Demonstrate dedication to the goals and values of the agency.
- Demonstrates problem solving and conflict resolution skills in both organizational and interpersonal matters
- Demonstrates self directed behaviors
- Ability to respond effectively to the most sensitive inquiries or complaints

TEAM RESPONSIBILITIES:

- Supports and communicates with supervisor and co-workers in a cooperative manner

- Demonstrate an understanding of the boundaries of the position as they relate to both responsibilities and limitations
- Incorporates the Agency mission, values and philosophy in decisions, behaviors and actions
- Demonstrates initiative and seeks supervisory counsel when appropriate
- Adheres to the policies, procedures and philosophy of the organization

DIVERSITY MANAGEMENT:

- Model and practice sensitivity, fair treatment and acceptance of diversity with clients, co-workers and in all other interpersonal interactions.
- Demonstrate initiative in learning about and implementing skills related to diversity

EDUCATION AND/OR EXPERIENCE:

Bachelor’s degree (BA/BS in education or related discipline preferred) related experience and/or training, or an appropriate combination of education, training and specific discipline related experience. Preferred to be the parent of an individual with disabilities, or who is currently, or have been in the past, a primary consumer of disability services.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid NYS Drivers License

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and talk or hear. The employee is occasionally required to walk, sit, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; the employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision. The noise level in the work environment is usually moderate.

I have received and reviewed my job description and understand the duties and responsibilities associated with the job.

Date

Signature