AgeOptions is committed to improving the quality of life and maintaining the dignity of older adults and those who care about them – through leadership and support, community partnerships, comprehensive services, accurate information and powerful advocacy. AgeOptions is recognized nationally as a leader in developing and helping to deliver innovative community-based resources and options to older populations in transition and through our network of community agencies, serves approximately 200,000 people annually. AgeOptions receives federal, state, private, foundation, and individual charitable contributions. Our offices are conveniently located in downtown Oak Park near the Lake Street L Green line and Union Pacific west Metra train station. We offer a casual work environment with competitive salaries and strong benefit packages. To learn more about what we do, please visit our website at: www.ageoptions.org. Click here to watch our video to see how AgeOptions helped Alphonzo, Gladys, William and Charlene change their lives.

**JOB POSTING**

<table>
<thead>
<tr>
<th>Job Posting: Transition Engagement &amp; Information Specialist</th>
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<tr>
<td><em>(Bi-lingual in Spanish preferred, all interested encouraged to apply)</em></td>
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<tr>
<td>☒ Full-time ☐ Part-time ☒ Exempt ☐ Non-exempt</td>
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**BASIC FUNCTION**

Under the supervision of the Manager of Benefits, Information and Education, the Transition Engagement & Information Specialist is responsible for nursing home outreach as part of the Colbert Consent Decree and for providing information and assistance to consumers, caregivers, and professionals. This position is fully funded through at least July 1, 2016. The Transition Engagement team works together to achieve the Colbert Consent Decree program goals. The purpose of the program is to help nursing home residents transition to community settings. This is accomplished through outreach to nursing homes in suburban Cook County, relationship building with nursing home staff and residents, education (individual and group presentations) and referring interested residents to the Colbert program.

**DUTIES AND RESPONSIBILITIES**

*Transition Engagement*

- Engage Medicaid eligible nursing home residents to determine their future plans and interest for transitioning to the community.
• Develop professional relationships with the nursing home administrator(s)/staff and educate them on services available through the Colbert Consent Decree and community-based alternatives.
• Collaborate with the assigned nursing home ombudsmen to provide education and outreach with resident councils and at meetings with family and significant others.
• Manage and coordinate a group of post-transition volunteer Peer Mentors who will provide testimonials at outreach and education events to encourage nursing home residents to consider transitioning to the community.
• Determine current barriers to the program and identify possible solutions.
• Provide monthly narrative and data reports.
• Attend all required meetings.

Information & Assistance
• Respond to Information and Assistance calls approximately two full days per week which may include calls, letters, emails, or office visits from older persons, people with disabilities, caregivers, public officials, and service providers.
• Assess the needs and capacities of the individual caller in order to answer questions and/or provide specific information about the appropriate community resources which meet the expressed need.
• Utilize ESPweb and Harmony, two web-based information and client management systems, to provide information and referrals.
• Send appropriate materials to callers and provide follow-up to ensure that individuals have received needed services.

SUPERVISION
This person does not supervise anyone.

OTHER DUTIES
Other duties as assigned

CONNECTIONS
Works closely with the Information & Assistance team and the Transition Engagement team at AgeOptions. Collaborates with team members on scheduling, training, and internal projects and meetings. This position also works with representatives from the following agencies: Illinois Department on Aging, Illinois Department of Healthcare and Family Services, Long Term Care facilities, ombudsmen, Care Coordination Units, Managed Care Organizations, Housing Coordination Agencies, and Centers for Independent Living.

QUALIFICATIONS
• Bachelor’s Degree in Social Work, Psychology or related Human Services Field
• Bi-lingual in Spanish and English preferred
• At least three 3 years experience in working with clients in social services, mental health or related area, preferred
• Ability to work cooperatively with diverse populations
• Ability to develop and maintain relationships with stakeholders and clients
• Familiarity with suburban Cook County and programs for older adults and people with disabilities, a plus
• Experience working with people with physical disabilities, mental health issues, multiple cognitive impairments and intellectual disabilities, a plus
• Travel within suburban Cook County, IL required. Must have reliable transportation, valid driver’s license and proof of insurance
• Ability to work well with a team and independently
• Ability to communicate effectively both verbally and in writing
• Ability to handle multiple priorities

Interested persons please email resume and cover letter to HR@AgeOptions.org, or Fax to 708-524-0870. AgeOptions is an Equal Opportunity Employer, MFDV, older persons encouraged to apply. Please include salary history. No phone calls please.