

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: Community Outreach/Transition Specialist

DEPARTMENT: Community Health Department

REPORTS TO: Program Coordinator, Developmental Disabilities

PAY GRADE: 5, Full-time (40 hours/week), FSLA Non-Exempt; Benefits Apply

JOB SUMMARY: Under the direction of the Developmental Disabilities Program Coordinator, or designee, the Community Outreach/Transition Specialist provides information, education, and outreach to the community including individuals Birth-3 and 14-21 years of age with intellectual and developmental disabilities, their families, schools, and advocates. Works with community partners to improve service system understanding, access, and outcomes for individuals with developmental disabilities across their lifespan. Applies and integrates the guiding values of the developmental disabilities system within program services and activities.

Builds capacity within the local community through active partnerships with education, service providers, State agencies, and others to ensure that youth with developmental disabilities have opportunities for inclusive supported employment and are prepared for employment upon graduation from transition programming. Provides outreach and case management support for individual students and families to ensure successful outcomes related to employment and connections to both informal and formal support systems. Leads and works through partnerships, multidisciplinary teams and community groups to address issues related to transition services.

SUPERVISORY RESPONSIBILITIES: N/A

ESSENTIAL FUNCTIONS:

- Develops professional, collaborative relationships with the five school districts in Walla Walla County and one school district in Columbia County to assist DDA-eligible students in connecting to appropriate post-graduation/adult services and resources as they transition from school to community.
- Collaborates and coordinates services and supports with other State agencies, including Developmental Disabilities Administration (DDA), and Department of Vocational Rehabilitation (DVR), supporting individuals in an array of services needed to make their transition from school systems more seamless.
- Engages with students and families to participate in IEP meetings, parent/teacher conferences, and supports them in decisions related to selecting a service provider.
- Identifies, contacts, and provides outreach to all DDA-eligible transition age youth/families aged 15 to 21 on a regular basis.
- Develops and maintains rapport and collaboration with local transition programs, service providers, and other organizations that provide services to transition-age youth to develop and maintain

coordinated, community-wide efforts ensuring consistent, equitable, high-quality service delivery and customer satisfaction.

- Refers, connects, and coordinates training for DDA and other community services and support systems as appropriate.
- Provides ongoing monitoring of contracted qualified career path providers' transition programming; provides ongoing monitoring on individual students' plans and participates in quality assurance monitoring reviews with contracted vocational agencies.
- Conducts application process and outreach to applicants. Engages in program development to ensure quality, appropriate services are being provided.
- Represents County Developmental Disabilities Program in a professional, collaborative manner at community events and beyond, acting as a primary source for outreach and information to connect families to DDA services.
- Community Outreach/Transition Specialist is expected to operate with considerable latitude and apply sound judgment and teamwork.
- Community Outreach/Transition Specialist plans and carries out assignments and handles problems and deviations in accordance with experienced judgment, instructions, policies, procedures, and/or accepted practices.
- Work is performed under general supervision. Supervisor defines objectives, priorities, and assists with unusual situations which do not have clear objectives or precedents.

EXAMPLE OF DUTIES:

- Actively participates in regional and statewide transition networks and planning meetings to promote collaboration, and to keep abreast of best practices related to transition and service delivery.
- Designs and implements projects, trainings, and presentations for professionals and students/families related to transition, best practices for service delivery, and other topics relevant to supporting youth with developmental disabilities.
- Plans and facilitates community events for community partners, students/families, and service providers to increase understanding about transition services.
- Attends training conferences relevant to scope of work.
- Researches contemporary practices and techniques in the field of transition services and creates/edits/maintains training manuals/literature on the topic. Keeps current on best practices, new system programming, legislative activities and community resources and activities pertinent to transition services and supported employment.
- Develops project specific strategic plans and budgets.
- Provides additional administrative support to the Developmental Disabilities Program Coordinator, as requested.
- Writes reports and correspondence.

EQUIPMENT TO BE USED General office equipment, including computers, printers, fax machines, postal meter, copiers, 10-key calculators, laptop or computer workstation and related software, multi-line phone systems, voice mail, email, and cell phones.

WORKING ENVIRONMENT/PHYSICAL ABILITIES: The working environment includes activities in multiple department venues. Physical abilities required for this position are ones typically related to office and field operations, sitting, standing, bending, reaching, and lifting to 20 pounds. Manual dexterity and visual acuity to operate computers, other office equipment, accessing file cabinets both on and off site, and sufficient hearing and speech ability to communicate verbally, and the ability to drive a motor vehicle.

KNOWLEDGE AND ABILITIES:

- The field of assignment sufficient to perform completely and accurately the full scope of responsibility as outlined in the position description.
- Principles and techniques of community organizing public speaking and facilitation.
- Principles and techniques used in developing training materials and presentations using a variety of formats and media.
- Program development.
- Planning and facilitation principles.
- Pertinent RCW's and WAC's
- HIPAA policies and procedures.
- Client centered planning and outreach.

EDUCATION AND EXPERIENCE: Bachelor's degree in social services, public health, health education, or other closely related field, **AND** one (1) year of experience working with people with intellectual and developmental disabilities **OR** a combination of education and experience management deems to meet the qualifications for the position. Training in interpersonal skills including effective communications.

LICENSES AND OTHER REQUIREMENTS:

- Must successfully pass a background check and a driving record check.
- Must have a valid driver's license.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR
EMPLOYMENT.**