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# Example of Transition Coordinator Job Description

Our innovative and growing company is looking to fill the role of transition coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for transition coordinator

* Collaborate with process quality team to optimize and create new and/or improved processes
* Transfer standardized tasks to HR Shared services in collaboration with project coordinator and process quality team, demonstrating good project management skills and good management of stakeholders
* Review new plan submissions and verify compatibility to selected products and features
* The Transition Care Coordinator is responsible to identify high risk patients on admission
* Target risk specific interventions
* Assess patient’s needs including post hospital needs and services
* Implement interventions in order to support quality care and meet patient’s needs across the continuum
* Requires 3 to 5 years’ experience in an acute care hospital required
* Prior Case Management experience in an acute care setting, or Case Management in a Home Health Care setting, or Case Management for an insurance company preferred
* Enter information into spreadsheets

## Qualifications for transition coordinator

* Experience in services support for at least two centers of excellence or HR departments (recruiting, employment documents, people helpdesk, training)
* 3+ years of experience in human resources or shared services
* Broad understanding of all HR departments, additional experience in specific field a plus
* Fluent English and Czech language skills
* Customer service experience excellent communication and problem solving skills
* Ability to structure and coordinate multiple activities, great attention to detail