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# Example of Transition Coordinator Job Description

Our growing company is hiring for a transition coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for transition coordinator

* Assists Transition department leadership in all assigned activities specific to the Member Transition Process for all new client installs and new groups to existing clients
* A key contributor to Trans App testing, insuring all aspects of the application meets expectations prior to any go-live transition activities
* Successfully fulfills work assignments with accuracy and timeliness on a day to day basis for activities related to member transitions
* Communicates with applicable leaders any barriers to transition activities and partners with team members to ensure successful transition activities are maintained
* Telephone and/or face to face support to members and families to offer care coordination, support and information
* Work closely with the Care Management and Peer staff to coordinate services community-based systems of care
* Collect, trend and analyzes aggregate data of patients to identify high risk patient populations for re-admissions
* Monitor plan developed for high risk patients which are communicated to patient/caregiver and aftercare physician
* Provide disease specific education for patient/caregiver
* Provide education about medication management for patient/caregiver

## Qualifications for transition coordinator

* Previous experience developing training and/or communication materials is preferred
* Excellent collaboration skills, team player while demonstrating flexibility and autonomy
* 2-3+ years of capital related Sourcing / Procurement experience
* Strong organizational skills with the flexibility to handle multiple tasks
* Knowledge of relevant programs available within the correctional environment services and programs within the community
* Current, unrestricted RN license in Virginia required