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# Example of Transition Coordinator Job Description

Our company is growing rapidly and is looking to fill the role of transition coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for transition coordinator

* Collaborate with case management and social services regarding specific discharge needs
* Perform follow-up phone calls at 24-48 hours to assess adherence and complications, medication management, patient support, and disease management
* Manage a $25K budget for Transfer Programs at CSU events and Transfer and Spring Ram Welcome programming
* Select, train, supervise and evaluate 8-10 Transfer Transition Leaders
* Serve as an effective and contributing team member through open communication and support of co-workers of OTP programs and overall office goals and priorities
* Provide telephone and/or face to face support to members and families to offer care coordination, support and information.Assist member/families who may need help navigating the system, completing applications
* Work closely with the Autism Services Clinical Care Management and Peer Staff to coordinate services within the community-based systems of care
* Outreach to, and work with family and individual advocacy groups across the state
* Identify respite needs in Connecticut and organizations already providing respite
* Work with diverse teams that require independent work initiatives

## Qualifications for transition coordinator

* Proficiency with MS Word required, MS Excel proficiency preferred
* Master’s Degree, preferably in Higher Education Administration, Social Work, Human Development, Sociology or other related areas
* 24-36 months experience, preferably in student affairs or other higher education setting
* Ability to understand and articulate prevention education from a perspective that includes the intersection of gender, race, sexual orientation and other significant aspects of individual and cultural identity
* Knowledge and experience with peer education models, marketing, public speaking, and program design
* Ability to plan, oversee, and assess projects and programs