



**Job Title:** Hospital to Home Transition Coordinator  
**Reports To:** Assistant Director  
**FLSA Status:** Full-Time, Exempt  
**Department:** HCBS  
**Location:** M4A – 5 Counties

### **Position Summary:**

The H2H Transition Coordinator is a case management position that will work to enroll at-risk, Medicaid beneficiaries into the ACT or Elderly and Disabled Waiver program by reinstating them from the hospital back to their homes. The H2H TC will build relationships with acute care facilities by providing outreach and program education to their case managers and discharge planners. The H2H Transition Coordinator will pre-screen referred individuals for financial and medical eligibility and assist eligible clients in making a smooth transition from the acute hospital setting to a home setting in a time-sensitive, fast-paced process.

### **Hospital to Home Transition Coordination entails:**

- Outreach to hospitals, acute care facilities, rehabs, and health care providers to discuss program and promote referrals of program eligible individuals.
- Educating hospital case managers, discharge planners and other health care staff on program benefits, identification of potential candidates and agency referral process.
- Elements of case management (prescreens, assessments, processing forms, narration of work completed)
- Evaluating home environments for safety and assessing for assistive devices and/ or home modifications.
- Gathering of data and completing the initial process for approval to a MWS Waiver program.
- Perform other duties as assigned.

### **Education and Experience:**

1. A Bachelor of Arts or a Bachelor of Science degree, preferably, in a human-service related field, from an accredited college or university.
2. Minimum of 1 year of work experience at the agency with a current MW Case Management certification.
3. Excellent communication skills.
4. Excellent time management skills to accomplish a time-sensitive process while managing multiple priorities.
5. Computer skills for recording and reporting assessments, narratives, etc.
6. Ability to work both independently and in conjunction with other agencies.
7. Ability to work a flexible schedule when required (overtime or non-standard hours).



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**Knowledge, Skills, and Abilities** (*\*can be acquired on the job*)

- Ability to effectively interpret policies and procedures established by the Alabama Medicaid Agency for the Gateway to Community Living program.
- Comprehend the goals, objectives, and regulations of the various aging programs.\*
- Ability to analyze program guidelines and make decisions.
- Knowledge of English grammar, spelling and punctuation.
- Ability and experience in expressing ideas effectively both orally and in writing.
- The ability to establish and maintain effective working relationships with event sponsors, state agencies, contractors, clients and their families.
- Good record keeping skills.
- Ability to operate a computer, with knowledge of Windows, Excel and Word.
- Ability to develop and manage multiple projects.

**Essential Functions / Physical Requirements:**

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, crouching, reaching, and sitting throughout the day.
- Ability to meet the attendance requirements for the position.
- Ability to “drive” to locations necessary to accomplish for position / program work.
- Ability to occasionally lift and/or move up to 10 pounds.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. Staff of M4A are “at-will” employees. I have read and understand the responsibilities and requirements of this position.

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**How to Apply:**

Email cover letter, resume, salary requirements and three references to:

Lisa Adams - [ladams@m4a.org](mailto:ladams@m4a.org)