

**Denali Family Services  
TIP Facilitator  
Position Description**

**Section I**

<b>Name:</b>		<b>Organization:</b>	Denali Family Services
<b>Job Title:</b>	TIP Facilitator	<b>Department:</b>	Case Management
<b>FLSA Status:</b>	Exempt	<b>Supervisor:</b>	TIP Supervisor
<b>Revision Date:</b>	August 2014	<b>Position Status:</b>	Full-time
<b>Position Locations:</b>	Valley	<b>OES Job Code:</b>	21-1019

**Section II**

**Summary Position Statement:**

TIP Facilitator is responsible for the facilitation of services to children who face daily obstacles such as living independently, obtaining employment, obtaining post-secondary education, and in developing supportive social and recreational activities.

This position is responsible for observing policies, procedures and safeguards to protect the privacy of health information in compliance with the HIPAA Privacy (Privacy Rule).

**Section III**

**Essential Functions:**

- Conduct strength-based needs assessments related to the transition domains as specified in the TIP System Development and Operations Manual.
- Serve as a facilitator for the young person's person-centered planning and his/her Individualized Transition Plan (ITP) team.
- Coach up to 15 young people as they progress through their levels of service need: active status, maintenance status, and follow-along status.
- Work collaboratively with the teachers and school guidance counselors in developing person plan with each student.
- Develop crisis backup support plans for those students who require such.

- Collaborate with other service practitioners and educators from children's mental health, education, adult mental health, child welfare, and rehabilitation as needed to ensure appropriate services for a student.
- Conduct, arrange, or broker the necessary services and supports for each student in accordance with the person-centered ITP plan.
- Promote the involvement of parents and other informal and formal key players in planning services and supports for each student.
- Interface with adult mental health service coordinators to ensure continuity of age- appropriate services for students as they approach 18 years of age and older.
- Develop strategies to overcome obstacles and challenges.
- Assume responsibility for the implementation of strategies developed to assist students in overcoming these types of obstacles. Collaborate with relevant public and private agencies to achieve the implementation of these strategies.
- Refer young people to appropriate clinical, medical, and behavioral specialists as needed.
- Chart and record services rendered in accordance with agency standards.
- Assist young people in acquiring access to community settings and resources (e.g., employment, housing, social security benefits).
- Manage resource allocations in accordance with agency and school district regulations.

## **Section IV**

### **Measurement**

Maintain billable productivity target rate of 25%.

### **Other Duties & Responsibilities:**

- Develop interagency and community network relationships which improve access to relevant community services and benefits.
- Collect and record data relevant to the progress of young people across their goals during each of the active, maintenance, and follow-along statuses (i.e. transition records).

- Have and maintain a current driver's license and a reliable vehicle with full insurance coverage enabling the TIP Facilitator to transport students as necessary.

## **Section V**

### **Position Requirements:**

Minimum Qualifications: Bachelor's Degree from an accredited college or university with two (2) years of experience providing extensive care coordination, collaborating with community service providers, and providing direct services to children and families that includes working with people identified with developmental disabilities and/or as severely emotionally disturbed.

Preferred: A Bachelor's Degree from an accredited college or university in social work, human services, psychology, or a closely related field with one (1) year experience providing extensive care coordination, collaborating with community service providers, and providing direct services to children and families that includes working with people identified with developmental disabilities and/or as severely emotionally disturbed.

Physical Requirements: Ability to perform sedentary work as well as to be engaged in physical exercise with consumers such as running, walking, hiking, etc.. Must be able to lift 25 lbs and bend down frequently. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone. Ability to wrap arms around and hold a person. Ability to twist and bend. Must have visual and hearing acuity.

Working Conditions: Work is performed in a community mental health center office setting, school, and community and client homes.

Other Requirements: Ability to obtain CPR and First Aid certification, continual proof of a valid Alaska Driver's License, maintain current vehicle insurance and registration on personal vehicle(s) used for company business, maintain a violation free driving record for the past year, maintain satisfactory criminal background record, have a negative TB test and be at least 21 years old due to driving on company business.

### **Disclaimer:**

This Position Description reflects Denali Family Service's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent

with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Position Description and understand the essential functions and qualifications of the job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_