



**JOB TITLE:** Transition Aide (Home Options Path to Empowerment – H.O.P.E.)

**LOCATION:** Northfield, IL

**PT/FT:** PT (21 hours/week)

**SUMMARY:** Are you looking to make a difference in people's lives? If you answered yes, then you will enjoy working at North Shore Senior Center! We are in search of a Transition Aide to work with clients who are in the process of transition from a nursing home into housing into the community.

NSSC is a small non-profit social services agency with just over 100 employees. For the second year in a row, Chicago Tribune has recognized NSSC as a Top Workplace in the Chicagoland area. We are looking for someone who will bring their experience and passion to support the independence and well-being of our clients.

We work hard to foster a supportive work environment with a healthy work-life balance. We invest in the training and support of new employees as they start in this new role.

**DUTIES AND RESPONSIBILITIES:**

- Works with nursing home residents to secure documents needed for transition. (Social Security cards, Social Security award letters, birth certificates, transit cards, etc.).
- Assists class members with securing state IDs at the Secretary of State's Office.
- Accompanies residents to medical and other appointments.
- Coordinates with client's health plan to identify providers, schedule appointments and secure necessary equipment.
- Supports outreach and assessment staff by completing documents and assisting with program documentation.
- Follows all program standards and procedures.

**QUALIFICATIONS:**

- Bachelor's degree in social work, counseling, psychology, or related field
- Minimum of 1 year experience in social services
- Experience in working with people with complicated physical illness, severe mental health conditions, and/or substance abuse preferred
- Excellent written and oral communication skills needed
- Computer skills required: Microsoft Office Suite; ability to learn proprietary program databases
- Other skills required:
  - Knowledge of community supportive services
  - Sensitivity to cultural diversity
  - Ability to work with people who have multi-faceted needs
  - Current driver's license and daily access to a reliable vehicle

- Experience with Community Care Program (CCP) or other care management program, preferred
  - Experience with Colbert and/or Williams consent decrees, preferred
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To be considered for this position, please send your resume and salary requirements to [hr@nssc.org](mailto:hr@nssc.org).

*EOE: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.*