

## Transition Case Manager

**Education and Experience:** B.S./B.A. in education or human service related field  
Two years' experience in teaching or services to individuals w/disabilities

**Job Summary:** An employee who is responsible for managing the Transition School to Work (TSW) program/contract for the Local Education Agency (LEA). This person is self-directed and coordinates activities with the Pre-Employment Transition Services (Pre-ETS) Specialists and the Special Education Supervisor/designated school contact. They will insure that the Transition Coach(es), and the Workplace Readiness Specialist(s) have a regular schedule and complete their work according to their job descriptions.

### **Duties and Responsibilities:**

1. Serve as the point person for the TSW grant.
2. Review goals and priorities as identified in the TSW contract with LEA management and Pre-ETS specialist/supervisor.
3. Collect required documentation so that student can begin receiving one or more of the identified Pre-ETS services.
4. Coordinate with students and school personnel to reach pre-employment goals set forth in the IEP and the IPE (if the student becomes an eligible client for Vocational Rehabilitation).
5. Provide guidance to grant personnel on how to help students achieve goals and objectives.
6. Ensure that all recipients records are properly maintained, stored and kept confidential at all times.
7. Lead the TSW team to select appropriate curricula for working with students. Implement appropriate curricula or demonstrate creativity in developing programs/training to assist grant personnel. Seek assistance from the Pre-ETS Specialist as needed.
8. Provide guidance to grant personnel on how to help students/recipients receive the one or more of the five identified services in order to achieve goals and objectives.
9. Schedule and attend events and training with Pre-ETS Specialist, VR Counselor, and other TSW grant employees to further ensure student goals are met.
10. Notify Pre-ETS Specialist/Supervisor of upcoming IEP meetings. Attend IEP Team Meetings to report student progress and to explain the process for referral to VR for IEP Team Members.
11. If the program is receiving services from a Community Rehabilitation Provider (CRP), ensure that there is no duplication of services provided to the students.

12. Handle student, work site, and/or LEA complaints and work to resolve the problem. Seek guidance from Pre-ETS Specialist/Supervisor as needed.
13. Assist students (and their families) in completing necessary documentation for post-secondary education application and financial aid assistance.
14. Serve as a liaison to post-secondary educations' Disability Services offices.
15. If the LEA has a Project SEARCH® site, assist the Project SEARCH® team by recommending and selecting students to complete the year-long internship. Make sure that the VR counselor has all of the necessary material to complete eligibility process.
16. Maintain a high level of confidentiality, a professional demeanor, and represent both organizations in a positive manner at all times.
17. Ensure all Pre-ETS monthly reporting is completed accurately on the forms provided and send to designated personnel timely each month. Receive referrals from LEA personnel and inform Pre-ETS Specialist/Supervisor of any new VR referrals.
18. Maintain a high level of confidentiality, a professional demeanor, and represent both organizations in a positive manner at all times.