



Dale House Project

Transition Specialist Job Description Level 2 (TS2)

POSITION OVERVIEW

The Transition Specialist (TS) role at the Dale House Project (DHP) provides relationally based, evidence-informed, client-centered services to youth ages 16–21 preparing for or actively transitioning to independent living. Transition Specialists support youth coming from foster care, residential treatment, group homes, and secure facilities by offering individualized case management, skill-building, life-skills instruction, group facilitation, and system navigation.

All Transition Specialists operate from a trauma-informed, strengths-based, and faith-centered framework aligned with the mission and values of the Dale House Project.

The Transition Specialist Job Series includes three levels—TS1, TS2, and TS3—which reflect increasing responsibilities, autonomy, training requirements, leadership expectations, and caseload complexity.

GENERAL DUTIES & RESPONSIBILITIES (ALL LEVELS)

1. Client Engagement & Preparatory Services

- Establish supportive, trust-based relationships with youth preparing for independent living.
- Engage youth while in secure or residential settings to support a smooth transition.
- Support preparation for Team Support Meetings (TSMs) and encourage youth participation.
- Collaborate with case managers, parole officers, and community partners to coordinate care.



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2. Independent Living Skill Development

- Teach, coach, and model life skills including budgeting, cooking, transportation, personal care, and time management.
- Support education and vocational goals (GED, postsecondary planning, employment readiness).
- Facilitate or assist in life skill groups focused on work readiness, emotional regulation, and financial literacy.
- Encourage participation in pro-social activities that build confidence and independence.

3. Transition & Community Support Services

- Assist youth in navigating community systems such as housing, transportation, benefits, healthcare, and education.
- Provide transportation, appointment support, and crisis assistance appropriate to level.
- Support reintegration for youth transitioning from secure/residential programs.

4. Documentation & Program Support

- Maintain accurate, timely client notes, releases, and documentation in the EMR system.
- Communicate with system partners and provide required updates to supervisors.
- Participate in program development and improvement efforts as appropriate. Collect and record life skill assessment data for groups and 1:1s.

5. Spiritual & Professional Development

- Engage in weekly staff devotionals, team events, retreats, and ongoing professional development.
- Maintain a role consistent with Christian faith and DHP policies.
- Complete required annual professional development hours and all mandatory trainings.



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LEVEL DIFFERENTIATION

Below are the specific responsibilities, qualifications, and expectations for each level.

TRANSITION SPECIALIST II (TS2)

Intermediate-Level | Collaborative Case Manager | On-Call After Hours Support

Position Summary

TS2 provides independent case management and transition support for youth with moderate to high needs. This level is responsible for developing treatment/service plans, completing Medicaid-compliant documentation, coordinating community resources, and facilitating groups independently. TS2 staff handle a larger caseload and provide crisis support.

Education & Experience

- Bachelor's degree in a related field required.
- **6 months to 1 year** of case management experience.

Core Responsibilities

- Successfully manage a full caseload with minimal supervision.
- Develop individualized treatment/service plans and measurable goals.
- Prepare youth for TSMs and lead coordination with parole officers, case managers, schools, and employers.
- Provide transportation, appointment support, and crisis intervention as needed.
- Create group curriculum and facilitate groups without supervision.



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Level-Specific Duties

- Provide crisis support during and after hours (includes curfew checks) for DHP clients.
- Complete Medicaid documentation and billable notes with accuracy.
- Manage a larger caseload or increased group facilitation responsibilities.
- Provide informal peer guidance as needed.

Required Training/Skills

- Motivational Interviewing (MI)
- Crisis intervention training
- Strong navigation of community resources
- Google Workspace proficiency

Pay Range: \$42,000–\$46,000

SUPERVISION & WORK STRUCTURE

All Transition Specialists report to the **Program Coordinators** or a designated supervisor. Staff participate in weekly meetings, supervision, professional training(s), devotionals, community activities, and retreats.

SUMMARY

The Transition Specialist series plays a critical role in the Dale House Project's mission to walk alongside youth as they navigate independence. Through a relational, trauma-informed, and faith-centered approach, TS1–TS3 staff work collaboratively to provide wrap-around support, essential skills, and stability to help young people thrive in adulthood.