



Job Description

Organization: The Arc of Illinois

Position Title: Transition Specialist

Report To: Greg Walkington, Director, Family Transition Project

Salary: \$40,000 - \$45,000 annually

Employment Type: Full-Time

Start Date: ASAP

Location: Illinois (Statewide Travel Required)

About The Arc of Illinois

The Arc of Illinois is a statewide advocacy organization dedicated to supporting people with intellectual and developmental disabilities (IDD) and their families through a network of more than 40 chapter and affiliate organizations across all 102 Illinois counties.

Through initiatives such as the Lifespan Special Project and the Family Transition Project, The Arc provides individualized support, advocacy, information, and connection for individuals and families navigating the IDD service system and exploring community-based living options.

Position Summary

The Transition Specialist serves in a dual-capacity role supporting both the Lifespan Special Project and the Family Transition Project (FTP). This position is responsible for conducting in-person visits with individuals under the Ligas Consent Decree to assess wellbeing, safety, and service needs, while also providing direct family advocacy, education, and transition support for individuals exploring community living.

This is a highly relational, field-based role requiring compassion, consistency, and strong communication skills. The ideal candidate brings lived or professional experience in the IDD system and is able to build trust with individuals and families while supporting informed, person-centered decision-making.



This role is ideal for someone who can meet people where they are, literally and emotionally, and walk alongside them through complex systems and life transitions.

Essential Duties & Responsibilities

Ligas Members Face-to-Face Visit Program

As a designated representative under the Lifespan Special Project grant, the Transition Specialist will:

- Conduct quarterly, in-person visits with assigned Ligas Consent Decree class members across Illinois.
 - Complete required minimum visit check-ins (at least 15 minutes per visit) while assessing health, safety, and overall wellbeing.
 - Address individual concerns related to services, supports, and quality of life.
 - Complete all required documentation and reporting forms in accordance with Illinois Division of Developmental Disabilities guidelines.
 - Maintain accurate, timely records of visits, follow-ups, and required reporting.
 - Identify and escalate urgent concerns, unmet needs, or service gaps to appropriate Arc staff or state partners.
 - Build and maintain trusting, person-centered relationships with individuals and their support networks over time.
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Family Transition Project (FTP)

As part of the Family Transition Project team, the Transition Specialist will:

- Provide individualized information, guidance, and referrals to individuals and families exploring transition from institutional to community-based settings.
- Conduct outreach through phone, virtual communication, and in-person meetings across Illinois.
- Listen deeply to each family's goals, concerns, history, and priorities without imposing predetermined outcomes.
- Support individuals and families through all stages of the transition process, including exploration, planning, and post-transition adjustment.
- Collaborate closely with FTP self-advocate mentors with lived experience in institutional settings.



- Facilitate presentations and information sessions for families, providers, and community groups.
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General Responsibilities

- Maintain confidential and organized records in accordance with agency and funding requirements.
 - Participate in team meetings, trainings, and professional development.
 - Represent The Arc of Illinois at community events, coalition meetings, and stakeholder engagements as assigned.
 - Support grant reporting by tracking activities, outputs, and outcomes.
 - Collaborate with internal teams, chapter organizations, and state agency partners to advance The Arc's mission.
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Qualifications Required

- Bachelor's degree in social work, human services, psychology, special education, disability studies, or related field; or equivalent lived and/or professional experience in the IDD field.
 - Strong understanding of the intellectual and developmental disabilities IDD service system in Illinois, including familiarity with the Ligas Consent Decree, CILA services, and community-based supports.
 - Lived or professional experience in disability systems as a family member, self-advocate, direct support professional, or advocate.
 - Strong interpersonal and relationship-building skills across diverse communities.
 - Ability to travel extensively throughout Illinois; valid driver's license, car insurance, and reliable transportation required.
 - Proficiency with computer systems, email, and virtual communication platforms.
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Preferred Qualifications:

- Experience supporting individuals transitioning from institutional to community settings.



- Familiarity with Illinois Division of Developmental Disabilities systems and waiver services.
 - Bilingual (Spanish or other languages reflective of Illinois communities served).
 - Experience in advocacy organizations, disability rights coalitions, or self-advocacy groups.
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Work Environment & Physical Requirements

This is a field-based position requiring frequent statewide travel. The Transition Specialist will conduct visits in a variety of settings including private homes, residential facilities, provider offices, and community locations. Some evening and weekend availability may be required to meet the needs of families and communities served. A home-based office structure is typical when not traveling.

Compensation & Benefits

- Salary: \$45,000 annually
 - Health insurance available
 - Additional employee benefits (including paid time off and standard benefits package)
 - Travel reimbursement per organizational policy
 - Opportunity to directly impact the lives of individuals and families across Illinois
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Equal Opportunity Employer

The Arc of Illinois is an equal opportunity employer and strongly encourages applications from individuals with disabilities, family members of individuals with IDD, and members of historically underrepresented communities. Lived experience with disability systems is considered a valued qualification for this role.

How to Apply

Please submit a resume and cover letter describing your relevant experience to Samantha Alloway, Executive Director. Samantha@thearcofil.org