

Transition Program Manager (Part-Time, Clinical Oversight Role)

Epilepsy Foundation New England (EFNE)

Programs & Education Team | In partnership with Boston Medical Center (BMC)

HRSA-Funded Program – Transition to Adult Healthcare and Services

Location: Boston, MA (Boston Medical Center) + Hybrid

Schedule: 24 hours/week (3 days/week)

In-Person Requirement: 2 days/week at Boston Medical Center

About Epilepsy Foundation New England (EFNE)

Established in 1983, Epilepsy Foundation New England, Inc. (EFNE) is a 501(c)(3) nonprofit organization serving people affected by epilepsy and their families through connection, education, advocacy, and direct support.

We are committed to building a world where individuals with epilepsy can live full and empowered lives—free from stigma, supported by community, and equipped with the resources they need to thrive.

Position Overview

The Transition Program Manager will support the implementation and clinical oversight of EFNE's transition program, which serves youth and young adults (ages 12–26) with epilepsy and co-occurring developmental disabilities, along with their caregivers.

Working under the direction of the Director of Programs & Education, this individual will play a key role in operationalizing program services, supervising staff, and ensuring high-quality, coordinated care across healthcare and community settings.

The Program Manager will collaborate closely with EFNE leadership and Boston Medical Center (BMC) partners to help lead the development and day-to-day coordination of the transition team, including supervising a Lead Transition Specialist and supporting Community Transition Navigators.

In alignment with federal grant expectations, this role will contribute to partnership development, service delivery systems, data tracking, and program implementation, while ensuring services are delivered in a clinically sound, trauma-informed, and family-centered manner.

This is a unique opportunity to contribute to an emerging model of care that integrates community-based navigation with clinical support for youth and families navigating complex transitions.

Program Implementation & Operations (30–35%)

- Manage day-to-day coordination and implementation activities for the transition team
 - Implement and refine workflows, systems, and service delivery processes in collaboration with EFNE leadership
 - Partner with BMC to implement coordinated care across settings
 - Help manage program expansion efforts beyond BMC in collaboration with EFNE leadership
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Clinical Oversight & Supervision (25–30%)

- Provide clinical supervision and guidance to the Lead Transition Specialist
 - Help manage the scope of practice, role clarity, and escalation pathways for transition staff
 - Ensure services are trauma-informed, culturally responsive, and family-centered
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Client Services & Consultation (10–15%)

- Provide consultation on complex cases and high-need families
 - Help coordinate navigation across healthcare, housing, and community systems
 - Assist with transition readiness for adult systems
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Data, Evaluation & Compliance (10–15%)

- Manage tracking and documentation processes related to client services and program activities
- Contribute to program evaluation and quality improvement efforts

- Ensure alignment with federal grant requirements and reporting expectations
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Supervision & Structure

- Reports to: Director of Programs & Education, EFNE
- Supervises: Lead Transition Specialist
- Works closely with EFNE Client Services Team and BMC partners

This role provides clinical and operational support within the program. Overall program strategy, design, and direction are led by the Director of Programs & Education.

Qualifications

Required:

- **Master's Degree in Social Work (MSW)**
- **Licensed in Massachusetts (LCSW or LICSW preferred)**
- **Bachelor's-level background in public health, social work, or related field**
- **Experience working with youth, young adults, and families**
- **Demonstrated understanding of epilepsy, developmental disabilities, or similar populations**
- **Experience engaging diverse stakeholders**

Preferred:

- **Experience in care coordination, case management, or transition services**
 - **Experience working across healthcare and community systems**
 - **Supervisory experience**
 - **Bilingual skills a plus**
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Skills & Attributes

- **Strong clinical judgment and understanding of scope and boundaries**
 - **Ability to work effectively in a developing program structure**
 - **Collaborative, team-oriented approach**
 - **Strong organizational and communication skills**
 - **Commitment to equity, cultural responsiveness, and family-centered care**
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Work Environment

- **Hybrid position**
 - **2 days/week in-person at Boston Medical Center (required)**
 - **Additional remote and occasional EFNE Lowell office work as needed**
 - **Combination of supervision, consultation, and program support responsibilities**
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Compensation & Benefits

- **Hourly Rate: \$40–\$55 per hour**
- **Schedule: 24 hours/week (3 days/week)**

Salary will be commensurate with experience, licensure, and supervision background.

- **LICSW with supervision experience considered at higher end**
- **LCSW or early-career LICSW considered mid-range**

Benefits (pro-rated):