

**Jefferson County
Position Description**

Name:

Department: Human Services

Division: Children, Youth & Families

Position Title: CLTS Program Manager

Pay Grade: 13

FLSA:

Date: March 2026

Reports To: CYF Division Manager

Purpose of Position

The purpose of the CLTS Program Manager position is to provide strategic leadership, oversight, and compliance management for the Children's Long-Term Support (CLTS) program within the Human Services Department. This role ensures that the program operates effectively, meets state and federal regulations, and delivers high-quality, family-centered services to children with disabilities.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Directly supervises the CLTS Supervisors, the Administrative Assistants, the Access & Eligibility Worker(s), and Support & Services Coordinators.
- Provides clinical, programmatic, and administrative supervision to staff and the program; provides case management services oversight; and leads development and implementation of program policies.
- Develops goals and objectives for the program and provides ongoing monitoring and advancement of each goal/objective to ensure constant forward movement and program improvements.
- Manages administration of the program according to state and federal regulations. Assures compliance with all relevant rules, administrative codes and applicable laws and statutes. Works towards high fidelity to establish best practice models which includes quality of plans, timelines, critical incidents, restrictive measures planning, reduction letters and appeals.
- Monitors, communicates, and coordinates across the CLTS Supervisors to ensure consistency and alignment across the program.
- Creates systems that meet the needs of the expanding programming, on both personnel and service delivery levels, to support employee satisfaction and retention, as well as program quality.
- Possesses high level of knowledge of the policies and procedures that guide programming, specifically the CLTS Handbook and Medicaid Handbook, and provide updates and expectations to supervisors and program staff.
- Maintains close communication and cross collaboration with internal teams and staff, Department of Health Services, partnering counties, community stakeholders, and providers.

- Monitors and manages all program funding, makes decisions to maximize the use of funding, monitors program budgets and work closely with Fiscal Team to ensure compliance with billing, spending, etc.
- Interviews, select, train, supervise, discipline, and evaluate program staff.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as may be needed.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Minimum Training and Experience Required to Perform Essential Job Functions

- Bachelor's Degree and 5 years of related experience and or training.

Preferred Training and Experience Required to Perform Essential Job Functions, in addition to the minimum requirements:

- Master's Degree or fifth year college of University Program and 6-10 years of related experience and or training.
- Social Work certification/licensure preferred.

Other Requirements – Certificates/Licensures

- Children's Long Term Support Programming, CLTS program supervisory/ leadership experience, DHS committee(s) involvement, and CLTS County Cohort involvement required.

Knowledge, Skills, Abilities

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- High Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Very High Skills: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Moderate involvement with the administrative responsibility for the budget development, monitoring and/or approval as well as managerial oversight of the budget function.
- Usually involves the ability to spend up to \$500 without higher level of approval.

Supervision

- 8-10 full-time employees, including subordinate supervisors.

Physical Demands.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

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While performing the duties of this position the employee is frequently required to use hands to handle or manipulate objects, reach with hands and arms, and communicate verbally. Occasionally required to stand, walk, bend, stoop, or kneel during routine office activities. May need to lift or move objects weighing up to 10 pounds, such as files, documents, or small office supplies.

Work Environment.

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

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While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate. The person may be exposure to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions. May be required to work nights, weekends, and potentially be on call and called out.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date
