# CLTS Program Manager

**Explore. Thrive. Belong.**

*Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.*

## WHAT YOU WILL DO

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.

## SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- 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.

**Requirements:**

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

**Preferred 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
- CLTS County Cohort involvement required.

***Wage & Benefits***

The starting hourly wage range is $42.85 – $47.74 per hour depending on qualifications.

***Benefit Highlights***

*Health insurance *Health insurance Opt Out Plan *Dental & Vision insurance *Life insurance
*Wisconsin Retirement System *Health Savings Account *Deferred Compensation Program

***Employees at Jefferson County Value***

*Competitive Pay *Excellent Benefits *Great Coworkers
*Flexibility *Advancement & Opportunity *Family Culture

**HOW TO APPLY:** For a full job description and link to apply online, please visit the County's web site at www.jeffersoncountywi.gov

*Jefferson County is an Equal Opportunity Employer*