

**Jefferson County
Position Description**

Name:	Department: Human Services
Division: Child and Family	
Position Title: CLTS Support & Services Coordinator	Pay Grade: 7 FLSA: Non-Exempt
Date: November 2023	Reports To: CLTS Supervisor

Purpose of Position

The purpose of this position is to provide assistance and support to children and youth with disabilities and their families to achieve an inclusive, interdependent and self-empowered life within their own home and community in accordance with the Children's Long-Term Support (CLTS) program.

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.

- Provides assessment, case planning, protection, and case management services in compliance with stringent Federal and State regulations.
- Provides individual service plan development and ongoing review of plan through direct assessment of consumers and family's health/physical functioning, AODA, mental health, and financial well-being and utilization of programs, resources and services that best supports the child and family in pursuit of desired outcomes.
- Determines if a family and/or consumer are experiencing a crisis, assesses the safety and risk for the family, consumer and community and coordinates with other department programs or agencies to address the crisis and find a resolution.
- Refers clients to community resources and facilitates ongoing support services including but not limited to: family; friends; and medical, social services, community, and educational programs.
- Connects families to supports throughout the community and promotes family members' self-determination and involvement in all facets of community life.
- Coordinates authorization from third party administrators, provides authorizations for each CLTS Waiver billable service and ensures billing service codes are appropriate and service hours are accurate. Ensures all CLTS funded services are delivered in accordance with program requirements and service providers meet required qualifications.
- Educates and provides referral services to the general public and agency staff regarding CLTS.
- Completes guardianship/protective placements petitions, testifies at hearings, and monitors compliance of court orders.
- Locates, manages, coordinates, and monitors all waiver program services, additional services, and informal community supports provided to eligible applicants and assures that services are provided in accordance with program requirements. Assists the consumer and family to access Early and Periodic Screening, Diagnostic and Treatment (EPSDT) benefit (known as HealthCheck), Medicaid State Plan services, C-COP funding, private health insurance, and to monitor and assist with the Medicaid financial annual review.
- Assists with establishing financial, functional, and all other aspects of Medicaid waiver eligibility.
- Practices competent motivational interviewing techniques, if applicable.
- Supports and enhances a trauma-informed care environment.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Demonstrates dependable attendance.
- Performs other duties as assigned or as may develop.

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.

- Participates in Intake or Emergency mental health duties, as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree from a college or university in Social Work or related field plus one year of experience; or an equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Bachelor's degree from a college or university in Social Work or related field plus three years' of experience; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

State of Wisconsin Social Work Certification.

Valid driver's license.

Licensed Social Worker through the State of Wisconsin preferred.

CLTS Waiver Certification required within 30 days of hire.

Knowledge, Skills, Abilities

- Ability to embrace and nurture a person centered, trauma informed, recovery-oriented framework and culture for service delivery.
- Ability to plan and organize work effectively.
- Ability to maintain accurate current records and prepare clear and concise reports.
- Ability to establish and maintain effective working relationships with agency staff, community members, families, and collateral agencies.
- Ability to make assessments and provide or refer for appropriate treatment.
- Ability to manage one's time and emotions in an environment of rapidly changing priorities.
- Ability and comfort in assessing risk and safety planning.
- Ability to reliably and predictably carry out one's duties.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to work effectively with individuals and families to assist them in solving physical, mental, and social problems, with members of the mental health team and other allied professionals.
- Ability to work with challenging situations where clients may be hostile or aggressive.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to counsel, treat and mediate, which may include providing first line supervision.
- Ability to persuade and convince others.
- Ability to advise and interpret on how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory and design data and information such as human service program manuals, forms, reports, rules and procedures, legal briefs and court orders, motions and petitions; Wisconsin Administrative Code; Wisconsin Statutes 48, 51 and 55; and educational curricula.

- Ability to communicate effectively orally and in writing with subordinates, Department Director, other Human Services professional and clerical staff, law enforcement, clients, State DHSS staff, attorneys, Judges, Family Court Commissioner, schools, medical personnel.
- Knowledge of various cultures and diverse populations and ways in which cultural values impact individuals, families, and the community.
- Knowledge of accurate record-keeping and accounting and bookkeeping processes in accordance with regulatory mandates and economic practicality.
- Skill in operating a personal computer, laptop, and other department office equipment using applicable department software, Microsoft products, web-based systems, and performing data entry.

Supervision

None.

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.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing, or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper.

Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

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.

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 exposed to physically or verbally abusive persons, high stress environments and if doing home visits unsanitary conditions. Occasional evening and weekend hours possible.

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

Human Resources

Date