

Posted 08/24/2026



Unified Community Services
Serving Grant and Iowa Counties

Administrative Professional (CLTS)

Unified Community Services is seeking a highly organized, detail-oriented **Administrative Professional** to support the Children's Long-Term Support and Birth to 3, and Children's Community Options Program (CCOP) teams. This position provides complex administrative support to program supervisor, service coordinators, therapists, families, and community partners.

Benefit Position: 80 hours bi-weekly; Monday—Friday, 8:00 a.m. to 4:30 p.m.

Start Rate: \$21.65 per hour

Minimum Qualifications

- High school diploma or equivalent required
- Associate degree in a related field and two years of administrative experience preferred
- Equivalent education, training, and experience may be considered in lieu of an associate degree
- Strong computer, data-entry, organization, grammar, and communication skills
- Ability to independently manage multiple detailed and time-sensitive assignments
- Successful completion of a caregiver background check in accordance with Wisconsin Administrative Code DHS 12, including any required rehabilitation approval

How to Apply

A Grant County application and job description may be obtained on www.co.grant.wi.gov or by contacting Grant County Human Resources (608) 723-2540.

To be considered, applicants must submit a letter of interest, resume, and Grant County application.

Application materials may be emailed to employment@co.grant.wi.gov or mailed to the address below.
Application materials will be accepted until 4:00 p.m. on Tuesday, September 8, 2026.

Grant County Human Resources

111 S. Jefferson St. - P.O. Box 529
Lancaster, WI 53813

This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply, including minorities, veterans, women, and persons with work-related limitations.

UNIFIED COMMUNITY SERVICES

JOB DESCRIPTION

Administrative Professional - Children's Long-Term Support and Birth to 3 Programs

Fair Labor Standards Act (FLSA) Status: Non-Exempt

Supervisor: Children's Long-Term Support and Birth to 3 Program Supervisor

Position Summary:

Provide a wide variety of complex administrative duties for the Children's Long-Term Support and Birth to 3 programs. Balance a workload of multiple projects with minimal direction.

Responsibilities:

Billing & Medicaid Compliance

- Process, submit, and revise CLTS Prior Authorizations through Gainwell, ensuring accuracy and compliance with Medicaid and state rules.
- Communicate with third-party administrators to review and correct billing errors for CLTS.
- Assist CLTS providers with registry access, claim submission, Crosswalk procedure codes, and Prior Authorization submissions.
- Track CLTS and CCOP purchases to ensure alignment with ISPs and state guidelines.
- Reconcile CCOP funding and resolve discrepancies with the finance team.
- Reconcile CLTS funding and resolve discrepancies with the finance team.
- Submit yearly CLTS case management authorizations
- Ensure accuracy of Prior Authorizations and Payers in Electronic Health Record for automatic billing.

Client Records & Documentation

- Maintain Birth to Three client files including POCs, RXs, evaluations, and service notes from outside and in-house therapists in client files and Electronic Health Record
- Maintain CLTS client files including PA's and ISP's
- Coordinate certifications and recertifications of Birth to 3 Plans of Care with therapists and physicians.
- Complete PPS enrollment for each CLTS client.
- Track and communicate all CLTS and B3 deadlines and due dates for staff to ensure state compliance, Medicaid coverage, and reimbursements.
- Receive and assign CLTS and B3 referrals to Service Coordinators, tracking and monitoring that referral deadlines are met.

Program Coordination & Reporting

- Participate in Birth to 3, CLTS, and CCOP trainings and webinars and address any state changes.

- Generate and review B3, CLTS, and HEART reports using SAS to monitor compliance, enrollments, purchases, and services.
- Maintain up to date CLTS and B3 program forms and files

Administrative Support & Communication

- Manage Birth to 3 provider fax lists and send required correspondence.
- Coordinate with staff, therapists, and ForwardHealth to resolve issues and provide guidance.
- Prepare and mail notices, distribute agendas, take and maintain minutes of the Children's Community Options Program (CCOP) committee meetings.
- Perform assigned administrative tasks from Supervisor including, but not limited to, create meeting agendas, keep meeting notes, approve Amazon purchases
- Assist Supervisor with completion of paperwork, data, and assessments for annual Metastar review and remediation for Birth to 3 and CLTS programs.

Qualifications:

- A. Education and Experience Requirements
 - a. High school graduate, preferred associate degree in related field; and two years administrative related experience. In lieu of associate degree, equivalent experience and training may be substituted.
 - b. Completion of caregiver Background Check in accordance with DHS 12, WI Administrative Code, with no crimes or other findings that prohibit employment as a caregiver unless rehabilitation approval is received, and with no convictions that are determined to be substantially related to the care of a client.
- B. Knowledge, Skills and Abilities
 - A. Knowledge of and proficient with technology, computers and relevant programs/software.
 - B. Spelling and grammar accuracy.
 - C. Ability to establish and maintain effective working relationships with other.
 - D. Ability to deal professionally with staff, clients and the public in person, writing and on the telephone.
 - E. Ability to follow verbal and written instructions.
 - F. Ability to be flexible, learn and effectively manage and organize many complex tasks.
 - G. Trustworthiness and ability to work independently.
 - H. Has impeccable attention to detail, efficient, extremely organized and timely.
 - I. Ability to accept and give feedback in a supportive environment.
 - J. Ability to communicate accurately, effectively as part of a multidisciplinary team.

07/2026

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I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.

Employee

____/____/____

Date