

Posted 6/26/26



Unified Community Services
Serving Grant and Iowa Counties

CHILDREN'S LONG-TERM SUPPORT (CLTS) AND BIRTH TO 3 CASE MANAGER

Unified Community Services is seeking a full-time **Children's Long-Term Support (CLTS) and Birth to 3 Case Manager**. This position provides case management and service coordination for children and families participating in the Children's Long-Term Support Waivers, Birth to 3 Program, and Children's Community Options Program.

Benefit Position: 80 hours bi-weekly; Generally, Monday through Friday, 8:00 a.m. to 4:30 p.m., based on department needs.

Salary: \$2,338.40 starting bi-weekly

Primary Work Location: Grant County offices in Lancaster, WI

Education and Experience Required

- Wisconsin Social Worker certification (CSW) with one year of related experience; **or**
- Degree in a human services-related field with four years of related experience, including Birth to 3 evaluation and eligibility experience.

Note: Must have a valid driver's license, dependable transportation, and minimum required automobile liability insurance. Must also successfully complete a caregiver background check.

How to Apply

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

Screening of applicants will begin immediately and will continue until the position is filled.

Submit application, resume, and letter of interest to employment@co.grant.wi.gov or mail to:

Grant County Human Resources

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

Grant County 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
CHILDREN'S LONG-TERM SUPPORT (CLTS) AND BIRTH TO 3 CASE MANAGER

Fair Labor Standards Act (FLSA) Status: Professional Employee Exemption

Supervisor: Long Term Support Program Supervisor

Goals and Objectives:

- Meet productivity standards.
- Positively contribute to the financial health of Unified Community Services by ensuring delivery of billable services.
- Provide case management and documentation to meet regulatory standards and/or contractual requirements.
- Actively participate in and contribute to a team-based model to ensure integration of services and coordination of care to promote improved client outcomes.
- Promote positive culture of collaboration within Unified Community Services.

Overall Responsibilities:

- I. Case Management includes activities which help recipients and/or their families identify needs and gain access to necessary medical, social, rehabilitation, educational and other services. Case management includes assessment, case plan development, and ongoing monitoring of services.

- II. Program Areas include Birth to 3 Service Coordination, Children's Long Term Support Waivers, and Children's Community Options Program.

Specific Responsibilities:

- I. Service Coordination: Birth to 3, Children's Long Term Support Waivers, and Children's Community Options Program
 - Accept referrals and manage a caseload (Ideal caseload is approx. 40 clients)
 - Send prior notices for appointments and keep accurate documentation of all paperwork in the electronic health record (ECHO) system.
 - Coordinate and complete screens, Initial Evaluations and Functional Screens
 - Maintain the level of care per the functional screen and Forward Health (EES) system to maintain eligibility for the CLTS program
 - Fax prescriptions annually for Birth to Three therapy services to the client's primary physician
 - Complete 6 month and annual reviews for the CLTS program
 - Complete 3-month, 6-month, 9-month, and annual reviews for the Birth to Three program
 - Update evaluations and assessments on an ongoing basis for programs

- Make monthly contact with each client and their families
- Assist with obtaining a sufficient source of Medicaid for CLTS clients and support the renewal of the MA to avoid gaps in service delivery
- Identify needs in conjunction with family and support team
- Develop Individual Service Plans and Individual Family Service Plans
- Facilitate referrals to and from appropriate programs and funding sources
- Monitor service delivery
- Act as resource to families and community services
- Assist in the development of transition plan (Birth to 3 to school, Children's Waivers to adult services)
- Refer and assist in the transition to adult long-term case for CLTS clients and school-based services for Birth to Three clients
- Assist with the guardianship process and provide support
- Complete service authorizations for CLTS and CCOP funded providers, services, and purchases that fit the program requirements
- Complete State and Federal compliance to specific program guidelines. Adhere to annual audit remediation from Metastar for CLTS and Birth to Three.
- Participate in and/or request case specific consultations with Supervisor and/or others regarding case specific needs
- Per Medicaid requirements, complete Children's Incident Tracking and Reporting (CITR) reports if necessary

II. Other Responsibilities:

- Support the training of newly hired case managers
- Act as resource to other agency departments
- Provide consultation at the request of other agencies
- Recordkeeping necessary for case planning, service implementation, coordination, and monitoring. Includes, but is not limited to, case notes, releases of information, authorizations, PPS, etc.
- Enter timely documentation and case notes according to agency policy.
- Attend 5 hours of training each year related to early intervention. Training may be in-service training, conferences, workshops, earning of continuing education credits or earning of higher education credits.
- Possess valid driver's license and dependable transportation.
- Maintain minimum of \$100,000 automobile liability insurance on each vehicle driven for agency business.
- Dress appropriately for position and function.
- Be knowledgeable of and adhere to agency policies and procedures.

III. Other Duties as Assigned

Qualifications:

I. Education, Experience and Background Requirements

- A. Possess certificate as a Social Worker (CSW) from Wisconsin Department of Safety and Professional Services, which requires bachelor's or master's degree in social work with one year of target group experience*; **or** Possess a degree in a human services-related field with four years of target group experience and training*, including professional training and experience to perform Birth to 3 evaluations and determine eligibility.

* Target group experience and training includes but is not limited to working with families with special needs, and having demonstrated knowledge and understanding about:

- Children in the age group birth to 3 who are eligible for the program;
- Part C and the federal implementing regulations, 34 CFR Part. 303, and DHS 90-Early Intervention Services for Children from Birth to Age 3 with Developmental Needs; and
- The nature and scope of services available under the Birth to 3 Program and how these are financed.
- Children with intellectual disabilities age 0 to 18.

- 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.

II. Knowledge, Skills and Abilities

- A. Possess knowledge regarding the service delivery system, the needs of the recipient group or groups served, the need for integrated services, the resources available or services need to be developed.
- B. Able to work within a variety of systems (Forward Health, PPS, Echo, CITR, etc.).
- C. Maintain organization and data tracking to meet program requirements.
- D. Good verbal and written communication skills.
- E. Detailed and accurate record keeping.
- F. Demonstrate ability to work with others in a professional manner.
- G. Resourcefulness and ability to work independently.

Revised 06/2024

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

Employee

___/___/___
Date