



Unified Community Services is seeking a dedicated, organized, and compassionate **Case Manager** to support children and families through our Birth to 3 Service Coordination, Children's Long-Term Support (CLTS) Waivers, and Children's Community Options Program (CCOP). The Case Manager provides comprehensive case management services that help children and families identify needs and access medical, social, educational, and community resources. This role works within a collaborative, team-based model to ensure coordinated care and regulatory compliance while meeting productivity standards.

Benefit Position: 80 hours bi-weekly; Hours may vary but typically 8 a.m. to 4:30 p.m.

Salary: \$2,338.40 starting bi-weekly

Responsibilities:

- Manage a caseload (approx. 40 clients) across Birth to 3, CLTS, and CCOP programs
- Conduct assessments, functional screens, and eligibility determinations
- Develop, implement, and monitor Individual Service Plans (ISP/IFSP)
- Maintain regular contact with families and coordinate services to meet identified needs
- Facilitate referrals, authorizations, and funding coordination
- Support transitions to school-based and adult services
- Ensure compliance with State and Federal regulations and program guidelines
- Complete timely, accurate documentation in required systems (ECHO, Forward Health, etc.)
- Collaborate with internal teams and community partners to promote integrated care
- Participate in required training and contribute to a positive, team-based culture

Qualifications

Education:

- Bachelor's or Master's degree in Social Work (**required for Wisconsin Certified Social Worker – CSW eligibility**) **OR**
- Bachelor's degree in a human services-related field

Note: Degrees must meet qualifications to support work with children ages birth to 18 with developmental disabilities and eligibility determination for Birth to 3 services.

Experience:

- Experience working with children (birth to 18) with developmental or intellectual disabilities and their families
- Knowledge of Birth to 3 services, CLTS Waivers, and related funding systems preferred
- Experience conducting assessments, care planning, and coordinating community-based services
- Familiarity with Medicaid and service eligibility processes is a plus

How to Apply: A Grant County Employment Application and job description may be obtained at www.co.grant.wi.gov (under employment opportunities) or by contacting the Human Resource Department 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:

Grant County Human Resources
111 S. Jefferson St. – PO 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 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.