



Unified Community Services is seeking applicants for a full-time **CHILDREN'S LONG-TERM SUPPORT (CLTS) & BIRTH TO 3 PROGRAM SUPERVISOR**. This position provides leadership and oversight for Children's Long-Term Support, Birth to 3 Early Intervention, and Children's Community Options programming, ensuring high-quality, family-centered services for children with developmental, intellectual, physical, and emotional disabilities.

Responsibilities:

- Provide supervision to service coordinators, therapists, and support staff, ensuring adherence to best practices and regulatory standards.
- Oversee daily operations of the CLTS, Birth to 3, and CCOP programs.
- Ensure compliance with federal and state regulations, including Medicaid HCBS Waiver requirements, IDEA Part C, HIPAA, FERPA, ADA, and DHS administrative codes.
- Review and approve Individual Service Plans (ISPs), purchase requests, and high-cost service authorizations.
- Monitor case documentation, billing requirements, and program quality assurance activities.
- Stay current with state policy and procedural updates; attend required trainings and meetings.
- Participate in budgeting, monitor program expenditures, ensure cost-effective service delivery, and forecast financial needs.
- Hire, train, mentor, and evaluate staff; assign caseloads and manage workloads to maintain service quality.
- Coordinate services with schools, healthcare providers, child welfare, and other community partners.
- Lead strategic planning efforts, develop program goals, and complete required reports.
- Provide direct service as needed in accordance with Case Manager responsibilities.

Qualifications:

Minimum Qualifications

- Certification as a Wisconsin **Certified Social Worker (CSW)** (requires bachelor's or master's degree in Social Work).
- Minimum **2 years supervisory or administrative experience** and **five years of supervised experience** working with individuals with intellectual or developmental disabilities and other target populations.
- Strong organizational, communication, and leadership skills, ability to interpret and apply state and federal regulations, make sound decisions, and manage complex cases and staffing needs.
- Valid driver's license and dependable transportation.
- Successful completion of a **Caregiver Background Check** per DHS 12.

Preferred Qualifications

- Experience in trauma-informed care, community-based service systems, and cross-system collaboration.
- High comfort level navigating multiple software platforms and electronic documentation systems.

Competitive salary and comprehensive benefit package, including Wisconsin Retirement System, health, life and disability insurance, training, and paid time off.

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 (UCS)

JOB DESCRIPTION

Long Term Support Program Supervisor

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

Supervisor: Agency Director

Responsibilities

Supervise Long Term Support Program

1. Assume overall responsibility for the operation of the Long Term Support Program, and for compliance with Wis. Stats. 51.437—Developmental disabilities services; Wis. Stats. 51.44—Early intervention services; DHS 65—Supportive Services for Families with Disabled Children; DHS 90—Early Intervention Services for Children from Birth to Age 3 with Developmental Needs; DHS 107.32—Case management services; compliance with other relevant federal, state, and agency standards.
2. Stay apprised of changes in state policy and procedures regarding Children's Long-Term Support (CLTS) and Birth to 3 Program (B-3).
3. Monitor program budget and expenses.
4. Inform Agency Director of relevant developments, changes in need, or demand for services.
5. Develop and revise program policies, procedures, and forms as needed as well as participate in Quality Assurance activities.
6. Develop program mission statement and goals, and complete annual report.
7. Monitor and review client record documentation by assigned staff for accuracy, compliance with standards and billing requirements, and risk management.
8. Oversee client assignment to staff based on staff qualifications, client needs and agency expectation for productivity.
9. Arrange for the provision of early intervention services via contracts with qualified personnel listed under DHS 90.11 (6), who meet Wisconsin requirements for practice of their profession or discipline or other professionally recognized requirements.
10. Coordinate the working relationship of the program with other Unified Community Services departments and programs.
11. Review difficult cases.
12. Represent the program to the public, other agencies and referral sources.
13. Assure a cooperative and coordinated use of staff resources and program services.
14. Have a good knowledge of CLTS manual and goods and services allowable under the program in order to guide service coordinators.
15. Review and approve ISP's and purchase requests, including high cost requests from CLTS service coordinators. Ensure appropriate paperwork is submitted.

Supervise Long Term Support Program Support Staff

1. Select employees to fill vacant program positions subject to Agency Director's approval.
2. Arrange and/or provide agency orientation and training in community treatment principles and good clinical practice.
3. Conduct regular program staff meetings.
4. Set working days and hours of program staff to assure adequate coverage.
5. Supervise and coordinate activities of program staff.

6. Complete performance evaluations for program staff.
7. Inform program staff of new and revised agency policies and procedures.
8. Provide side-by-side field supervision.
9. Facilitate individual staff meetings on a regular basis for support and training.

Provide Direct Service for CLTS/B-3 in Assigned Case Load.

1. Provide direct service per Case Manager job description.
2. Follow job tasks and responsibilities for LTS Case Manager as identified in Case Manager job description.

Other General Responsibilities.

1. Participate in Team Leader's meetings.
2. Be knowledgeable and adhere to agency policies and procedures.
3. Dress appropriately for position and function.
4. Possess valid driver's license and dependable transportation.

Qualifications for LTS supervisor

Education, Experience, Background and Certification Requirements

1. Possess certificate as a Social Worker (CSW) from Wisconsin Department of Safety and Professional Services, which requires a bachelor's or master's degree in social work.
2. Two years of experience in a supervisory/administrative position required.
3. Five years of supervised experience working with intellectually disabled individuals and all other target groups.
4. 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.

Knowledge, Skills and Abilities

1. Possess knowledge regarding the service delivery system, the needs of the recipient group(s) served, the need for integrated services and the resources available or needing to be developed.
2. Possess strong organizational skills.
3. Possess excellent verbal and written communication skills.
4. Demonstrates ability to interact positively and professionally with all levels of staff.
5. Demonstrates resourcefulness, flexibility, and self-confidence.

06/2024