Job Title: Children’s Long Term Support (CLTS) Case Manager
Hours: Regular Fulltime/40 hours per week; Monday-Friday
Pay Range: $21.22/hour; plus longevity, if applicable
Department: Lafayette County Human Services
Reports to: Behavioral Health Manager and/or Agency Director
FLSA: Non-Exempt
Position Purpose: Provide case management, assistance and support to children with disabilities and their families to maintain optimal quality of life within their own home and community in accordance with the Children’s Long-Term Support (CLTS) program, Birth to Three program, and Children’s Community Program.

Essential Position Responsibilities:

- Provides diagnosis, assessment, case planning, treatment, protection, and case management services in compliance with stringent Federal and State regulations. Provides individual service plan development and ongoing review.
- Provides authorizations for each CLTS Waiver billable service and ensuring appropriate billing service; educates and provides referral services to the general public and agency staff regarding CLTS.
- Coordinates authorization from third party administrators for necessary services, collaborates with providers to ensure quality services are provided, and communicates progress with supported documentation. Ensure all CLTS funded services are delivered in accordance with program requirements and service providers meet required qualifications.
- Assesses all aspects of an individual and family (health/physical functioning, AODA, mental health, and financial); implements a comprehensive service plan to meet the individual needs and outcomes in a cost effective manner and evaluates progress.
- 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.
- 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.

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.
• Assists with establishing financial, functional, and all other aspects of Medicaid waiver eligibility.
• Participates in Intake or Emergency mental health duties, as needed.
• 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.
• Ability to work flexible hours.

Position Requirements:
• A degree from an accredited university or college in Social Work, Psychology, or other Human Services related field plus experience in child welfare, juvenile justice, children’s systems of care, or a related area; or any equivalent combination of education, training and experience providing the necessary knowledge, skills and abilities to perform the duties and responsibilities of the position.
• Wisconsin Social Worker Certification preferred.
• CLTS Waiver Certification required within 30 days of hire
• Valid Driver’s License
• Understanding of current social and economic problems and the manner in which these problems affect children and families.
• Knowledge of available services for children and families.
• Knowledge of laws, regulations, and practices pertaining to federal and state social/human services programs.
• Understanding of approved social work principles, methods, and practices.
• Ability to communicate effectively orally and in writing. Ability to facilitate group meetings. Ability to prepare and maintain necessary records and reports, prepare and maintain necessary records and reports, and interact effectively with clients, staff and the general public.
• Expectation to participate in after hours On-call duties.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of up to 25 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information. The associate frequently is required to sit, reach with hands and arms, talk and hear.
Work Environment:
This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

DISCLAIMER CLAUSE:
Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job; they are intended to be accurate reflections of those principal job elements.