



Unified Community Services
Serving Grant and Iowa Counties

Children's Long-Term Support Supervisor

Unified Community Services is an established 51.42 Board and services as the Department of Community Programs for Grant and Iowa Counties. We are currently seeking a Program Supervisor for our Children's Programs- Children's Long-Term Support, Birth to Three, and Children's Community Options. There are 12 staff in the program- 9 Service Facilitators, 2 Speech Therapists and 1 Physical Therapist who are providing services to well over 300 families in our community.

Position Summary

Children's Long-Term Support (CLTS) is a federally funded Medicaid program serving the needs of children who have a developmental, physical, or a severe emotional disability. Our team is responsible for managing a caseload of children who are at risk of out of home placement. <https://www.dhs.wisconsin.gov/clts/index.htm>

The Birth to Three Program enhances the development of children experiencing delays, and supports the family's knowledge, skills, and abilities as they interact with and raise their child. The program is for children ages birth to 36 months. Eligibility is based on a diagnosed developmental or physical disability or significant delay in one or more areas of development. Services are provided in the child's natural environments. These are unique to each family and might include the home, childcare and other community settings. <https://www.dhs.wisconsin.gov/birthto3/index.htm>

The Children's Community Options Team provides individual services and support to families with a child with long-term support needs. The child must be under the age of 22 with a disability. An assessment is conducted to determine eligibility. <https://www.dhs.wisconsin.gov/ccop/index.htm>

The position is full time, benefit eligible- Monday through Friday typically 8:00 AM to 4:30 PM, however requires some flexibility to meet the needs of the client and family past 4:30 PM on occasion.

Responsibilities

Supervise Children's Long-Term Support, Birth to Three and Children's Community Options programs:

1. Assume overall responsibility for the operation of the Long-Term Support Program and 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 and other relevant federal, state, and agency standards.

2. Have an extensive and reliable knowledge of CLTS manual and goods and services allowable under the program in order to guide service coordinators.
3. Review and approve ISP's and purchase requests, including high-cost requests from CLTS service coordinators. Ensure appropriate paperwork is submitted.
4. Stay apprised of changes in state policy and procedures regarding Children's Long-Term Support (CLTS) and Birth to 3 Program (B-3) and attend required and necessary meetings and trainings.
5. Develop and revise program policies, procedures and forms as needed as well as participate in Quality Assurance activities.
6. Monitor and review client record documentation by assigned staff for accuracy, compliance with standards and billing requirements, and risk management.
7. Oversee client assignment to staff based on staff qualifications, client needs and agency expectation for productivity.
8. 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.
9. Coordinate the working relationship of the program with other Unified Community Services departments and programs.
10. Represent the program to the public, other agencies and referral sources.
11. Assure cooperative and coordinated use of staff resources and program services.
12. Develop program mission statement and goals, and complete annual report.
13. Monitor program budget and expenses.
14. Inform Agency Director of relevant developments, changes in need, or demand for services.

Supervise Long Term Support Program Support Staff

1. Select employees to fill vacant program positions subject to Agency Director's approval.
2. Provide program initial orientation and ongoing training rooted in community treatment principles and good clinical practice.
3. Inform program staff of new and revised agency policies and procedures.
4. Conduct regular program staff meetings.
5. Facilitate individual staff meetings on a regular basis for support and training.
6. Provide side-by-side field supervision.
7. Set working days and hours of program staff to assure adequate coverage.
8. Supervise and coordinate activities of program staff.
9. Complete performance evaluations for program staff.

Provide Direct Service

1. Provide direct service per Case Manager job description following tasks and responsibilities as outlined.

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.
5. Other Duties as Assigned

Required Qualifications

Certifications, Education, Experience and Background Check

1. Possess certificate as a Certified Social Worker (CSW) from Wisconsin Department of Safety and Professional Services, which requires a bachelor's or master's degree in social work or related field.
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.
6. Supports and enhances a trauma-informed care environment.
7. Demonstrates being mission and service oriented, dependable, hard-working, self-motivated.
8. Adheres to and promotes psychological and physical safety as a priority in the workplace.
9. Working knowledge of computers and high comfort level in learning, navigating and using a variety of software systems.

Benefits

Quartz One Health Insurance.

Wisconsin Retirement System administered by Employee Trust Funds. More info at [WRS Retirement Benefit | ETF \(wi.gov\)](#) and [Wisconsin Department of Employee Trust Funds | ETF](#). After 5 years of service, you become vested (qualify to receive a retirement benefit).

Health Reimbursement Arrangement through Employee Benefits Corporation.

Delta Dental Insurance.

Section 125 Flex plans for medical expenses, childcare costs, and adult caregiver costs.

Group Life Insurance.

Employee Assistance Program through Telus Health.

Income Continuation Insurance. Also known as Disability Insurance.

10 paid holidays.

Vacation, discretionary, and sick paid time off.

Mileage reimbursement.

20% Tuition Discount at Franklin University and more!

Unified Community Services is a Health Resource and Service Administration (HRSA) National Health Service Corps (NHSC) approved site where service requirements may be fulfilled for the NHSC qualifying Loan Repayment Program.

<https://nhsc.hrsa.gov/loan-repayment/index.html>

- LCSW, LPC or LMFT eligible, up to \$50k for 2-year full-time service commitment
- Substance Use Disorder Workforce Loan Repayment Program. LCSW, LPC, LMFT, or SUD Counselor eligible, up to \$75k for 3-year full-time service commitment
- Rural Community Loan Repayment Program. LCSW, LPC, LMFT or SUD Counselor eligible, up to \$100k for 3-year full-time service commitment

Screening of qualified applicants will begin immediately and will continue until the position is filled. Submit a letter of interest and resume to:

Ben Biddick
Unified Community Services
200 W Alona Lane
Lancaster WI 53813

bbiddick@unifiedservices.org

EOE/AA/CRC