

Green County Job Description

Job Title: Children's Long-Term Support Case Worker I/II
Department: Human Services
Reports To: CLTS Supervisor
Grade: 61/62
Status: Full-Time
FLSA Status: Non Exempt
Prepared Date: July 6, 2018
Updated By: Human Services Director (D.Williams)
Updated Date: September 18, 2020

SUMMARY

To work with and provide assessment, support, and service coordination/case management activities to families who have children with developmental disabilities, physical disabilities, a severe emotional disturbance, mental illness, or severe behavioral problems. The employee at this level is required to have the skills needed to assess child and family needs and locate, manage, coordinate, and monitor all services (with an emphasis on evidence-based practices and services as well as building natural supports) to the family, including all children's waiver program services and/or children's COP services. This position provides outreach and aftercare activities, as well as other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Assistance to establish and maintain program functional and financial eligibility (includes initial assessment for CLTS)
- Establishment and reevaluation of level of care,
- Ongoing assessment and periodic reassessment of participant health, safety and functional capacity
- Person-centered, family centered service planning and service plan development, service coordination and plan review,
- Contracting for services: establishing, contracting for and monitoring service systems specific to the participant's individual service plan,
- Reviewing or completing individual service/support plans at required intervals
- Identify participant outcomes, arrange services; coordinate and manage multiple service providers and between providers (e.g., schools, therapists, nurses, job coaches, personal care workers, volunteers, etc.) to meet individual outcomes,
- Ongoing evaluation of the effectiveness of services and service providers,
- Monitoring and review of participant progress toward meeting service or therapeutic goals and objectives and for CLTS outcomes in service plans,
- Compiling and maintaining required documentation,

- Quality assurance and follow along services to assure participant health and safety, including the use of outcome based methods as applicable (CLTS),
- Communicating orally and in writing with participants, appropriate family, guardians, service providers, county/state administration and interested members of the community,
- Providing advocacy, information and referral, crisis and critical incident intervention and resolution, protective and guardianship services,
- Assistance to participants to locate safe and appropriate housing including the determination of the efficacy of substitute care settings,
- Assistance to participants to access necessary medical care and treatment,
- Must communicate with designated state/ county staff about any incidents or situations regarded as Critical Incidents
- Assistance to participants as appropriate, to pursue vocational and/or educational opportunities,
- Creation and development of effective provider networks,
- Supporting participant programmatic and developmental transitions including transition-planning processes,
- Providing instruction to participants, families/advocates to independently obtain access to services and supports, regardless of funding source,
- Providing institutional discharge-related care management/support and service coordination services up to thirty days prior to discharge that do not duplicate discharge planning services that a hospital, ICF-MR or nursing home is expected to provide (Does not include discharge planning services prior to the initial period of waiver program eligibility.),

SUPERVISORY RESPONSIBILITIES

None

MINIMUM TRAINING & EXPERIENCE

- Wisconsin State certification/licensure as a social worker and also one year experience with the target group, or
- Bachelor's Degree in a health or human services related field and at least one year of experience working with persons of the specific target group for which they are employed (grade 62 requires at least two years of related experience), or
- Through an equivalent combination of training and experience that equals four years of long term support practice in long term support case management practice.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license and access to an insured motor vehicle.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed, it is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Green County retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgments, to be proper.

This job description is not a contract for employment.

Green County is an equal opportunity employer, in compliance with the Americans with disabilities Act. The county will provide reasonable accommodations to qualified individuals

with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Signature

Date

Supervisor Signature

Date