Job Title: Human Services Supervisor I-CLTS  
Closing Date/Time: Fri. 12/06/13 5:00 PM Central Time  
Salary: $27.81 - $33.80 Hourly  
Job Type: Full Time Location: Health Care Center, 3530 N. Hwy F, Janesville, Wisconsin

This position has supervisory responsibility for The Children's Long Term Support and the Coordinated Services Team Programs in the Mental Health/AODA Division. Primary professional responsible for supervision of CST and CLTS staff and oversight of services to children and families receiving services through CST, CLTS and/ or Family Support Programs. Leads activities and efforts to assure high quality services. Collaborates across the system to facilitate services that are welcoming and strengths focused for children and families with complex needs. Key individual responsible for monitoring contract for CLTS services. Integrates program elements across county staff and contracted provider to assure consistent programming and services are provided. Monitors and manages use of funds to maximize services to eligible children and families. Oversee written internal policies and procedures to supplement the Waiver Manual and establish consistent practice across target groups.

Provides Program Oversight and Staff Supervision for assigned programs.
1. In individual and group supervision, reviews cases, applies assessment skills, and makes determinations regarding appropriate course of action
2. Regularly provides feedback and direction to staff regarding service planning and compliance activities.
3. Promotes a family centered, recovery oriented philosophy by advocating for client rights and strength based approaches.
4. Implements and oversees program policies and procedures
5. Assures compliance with all relevant rules, administrative codes and applicable laws and statutes and works toward high fidelity to established best practice models.
6. Monitors and Manages HSRS waiting list for children's waiver programs
7. Understands and manages all waiver and family support dollars, making decisions to maximize use of dollars to serve eligible children; monitors spending on all contracts according to established guidelines.
8. Understands the TPA process and works in conjunction with accounting and fiscal staff.
9. Interviews, selects, trains, supervises, disciplines and evaluates assigned staff according to HSD and Rock County procedure.

Collaborates across internal and external systems and partners to achieve maximum program effectiveness.
1. Coordinate contacts and processes with COMPASS
2. Facilitate CLTS Screening other Program meetings to coordinate practice.
3. Attend teleconferences and regional meetings as required.
4. Collaborate with other supervisors and program managers to coordinate services and processes involving eligible children and families.
5. Establish relationships with community providers to develop and improve local resources for eligible children and families.
Monitors Contracted services for CLTS and Manages Integration of Contracted Services with HSD Programs
1. Maintains consistent communication and relationship with contracted providers
2. Establishes quality assurance measures in partnership with contracted provider and measures successful achievement of such.
3. Strategically works to integrate practice across HSD staff and contracted staff to assure consistent practice.

Other duties as assigned

Success Factors (KSA's): -Knowledge of children and their development, mental health disorders, physical disabilities and developmental disabilities in children, principles of family systems.
-Knowledge of the Medicaid Waivers and associated rules and guidelines
- Knowledge of and support for principles of welcoming, strengths based, and Client Centered care
- Ability to communicate effectively orally and in writing
- Ability to establish and maintain effective working relationships with clients, administrative superiors, co-workers, the general public and community partners in a manner that supports collaboration.
-Ability to collect, organize and utilize data for program improvement purposes
- Skills in supervision and supportive management of staff

Job Requirements, Education, Training & Experience: B.S./B.A. in Social Work or closely related field. Masters Degree Preferred, experience working with Medicaid Waiver programs. Five or more years working with children and families.

Essential Job Functions (physical elements, equipment and working conditions):

Physical elements:
- Ability to stand, walk and sit.
- Ability to exert up to 20 lbs of force occasionally or up to 10 lbs of force frequently

Equipment use:
- Ability to use computer and computer keyboard.

Working conditions:
- Ability to work non traditional hours as needed
- Almost all indoor work but may be required to accompany staff to community and home based visits
- A valid driver's license to get between various county buildings and attend meetings is required
- Potential exposure to physically or verbally abusive clients