



## **DODGE COUNTY JOB POSTING**

*Internal & External*

**Date Posted:** 12/06/2022

**Application Review Date:** 12/19/2022 – Position Open Until Filled

**Title:** CLTS Case Manager

**Department/Location:** Human Services & Health/Henry Dodge Building

**Reports to:** HS Supervisor

**Status:** Full Time, Non-Exempt

### **POSITION SUMMARY**

This position is responsible for providing the following types of services: functional screens to determine Children's Long Term Support Program eligibility, strengths and needs assessments, care planning, coordination and monitoring of all services, advocacy, and development of community resources; providing services to both children with developmental, physical and mental health disabilities. The position of CLTS Case Manager will be assigned within the Clinical and Family Services Division of the Human Services and Health Department.

### **REQUIRED JOB COMPETENCIES**

- Knowledge of laws and regulations that affect the delivery of services provided by the Department.
- Knowledge of community resources and alternative care resources.
- Knowledge of applicable State statutes.
- Working knowledge of client rights, confidentiality, standards of practice, and ethics in mental health/AODA field.
- Working knowledge of applicable Wisconsin State Administrative Codes, including but not limited to, Chapters 34, 48, 51, and Medicaid Waiver Manual (CLTS).
- Knowledge of human development and behavior, family and group dynamics, and mental, physical, and social dysfunctions.
- Knowledge of and sensitivity to cultural differences and special needs of various minority groups, and ability to consult with other staff regarding these.
- Ability and skill to relate to clients in stressful or crisis situations.
- General knowledge of interviewing and supportive counseling techniques.
- General knowledge of social casework techniques.
- Knowledge of social, economic, and health problems of basic human behavior and of available assistance and rehabilitative services and techniques.
- Knowledge of human service needs assessment methodologies.
- Knowledge of legal requirements including privacy, resident rights, confidentiality, and non-discrimination.
- Knowledge of goals, principles, and practices of human service programs, program administration, and program goals and their intended impacts.
- Knowledge of the County and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents.
- Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.

- Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Knowledge of computer software including word processing, spreadsheet, and database applications consistent for this position.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
- Skill in researching and understanding complex written materials.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

**STARTING WAGE (2022): \$28.57/hr. (Dodge County Pay Grade L)**  
**3.5% Increase on 01/01/2023**

#### **MINIMUM REQUIRED QUALIFICATIONS**

- Associate's Degree in a related human services field and two (2) years' related work experience in case management.
- Must successfully pass caregiver and criminal background check. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

**Please submit Cover Letter & Resume with application**

**\*\*PLEASE NOTE THE NEW APPLICATION PROCESS BELOW\*\***

**Current Dodge County Employees:** If you wish to be considered for this position, you must submit an online application for **internal** applicants. For position details, complete job description and to apply visit: <https://tinyurl.com/applyatdodge>

**Outside Applicants:** Dodge County now accepts online applications only. For position details, complete job description and to apply visit: <https://tinyurl.com/jobsindodge>

*\*\*Please note, if you do not have access to a computer you may stop in at the Dodge County Human Resources Department or at Clearview to use a public computer or visit any local library.*

If you have any questions please feel free to contact Dodge County HR Dept. at 920-386-3690. Thank you for your interest.