**Pierce County**

**Position Description**

**Name: Department:** Human Services

**Date:**  **Pay Grade:** J

**FLSA Status:** Non-exempt

**Position Title**: CLTS/CCS Social Worker **Reports To:** CBH Manager

**Hours:** 8:00 am – 4:30 pm, Monday-Friday

**Purpose of Position:**

This position will work under the supervision of the Community Behavioral Health Program Manager. It is expected that client services will be delivered in two distinct programs, CLTS and CCS. The position will specialize in the children’s long-term support (CLTS) and children’s mental health (CCS) programs. The position determines the eligibility and need for CLTS and/or CCS services and provides individuals and families with a wide range of social services designed to overcome personal, family, financial, or health problems. This position is responsible for determining client functional and financial eligibility for the CLTS and CCS programs. Work entails taking on a case load, exploratory and diagnostic intake, case planning, and performing social services tasks appropriate to the client's needs. The position assures continued eligibility for CLTS and/or CCS services through monitoring of services, monitoring of costs, and ongoing follow-up assessment.

Mental Health Children’s Long-Term Support Program (CLTS)

* Conduct independent thorough assessments to determine program eligibility.
* Create and implement individualized service plan and identify outcomes; provide case management and monitoring of service plans to ensure service delivery compliance, including reviewing plans and service coordination and client and collateral contacts.
* Determination of need for and assistance in providing a wide range of social services in Pierce County.
* Determination of need for and assistance in providing a wide range of social services in Pierce County.
* All services provided must comply with the Medical Assistance Home and Community Based Waiver CLTS administrative manual.
* Offer CLTS intake services including: accepting referrals, obtaining program informed consent, determination of functional and financial eligibility, and enrollment of children and families
* Administer the WI Children’s Long-Term Support functional screen to determine eligibility.
* Provide service coordination and/or make referrals in the area of individual counseling, family counseling, parenting skills, basic living skills, and support services.
* Coordinate with other agency personnel on services needed for client safety, stability, and self-sufficiency.
* Provide necessary counseling services and locate resources for children or adults in foster care or other alternate care and their natural families.
* Monitor and provide services to children or adults placed under supervision of the department through Wisconsin Statutes and provide required reports to the court, testifying when needed.
* Home visits, office visits, collateral contacts, and consultation with other agencies to ensure provision of services.
* Maintain accurate, meaningful and current case records, reports, and other types of correspondence to ensure quality control for federal/state reimbursement.
  + Successfully complete the Medical Assistance Home and Community Based Waiver Core training within one year of employment.
* Maintain accurate, meaningful and current case records, reports, and other types of correspondence to ensure quality control for federal/state reimbursement.
* Successfully complete the Comprehensive Community Services core training within 6 months of employment.
* When subpoenaed or called by the court testify on behalf of client(s).
* Participate in Individualized Educational Plan (IEP) meetings, schools meetings, coordinated care meetings, medical appointments, and service provider meetings.
* Provide in-home safety assessments with respite providers to adhere to waiver manual guidelines; educate providers on the child’s special needs, cares, and strengths.
* Create, maintain, and authorize family’s budgets to meet necessary services.

Children’s Comprehensive Community Services (CCS)

* Clinical supervision for CCS services is provided through the Community Behavioral Unit.
* Determination of need for and assistance in providing a wide range of social services in Pierce County.
* All services provided must comply with the Comprehensive Community Services program, WI Administrative Code DHS 36.
* Offer CCS intake services including: accepting referrals, obtaining program informed consent, determination of functional and financial eligibility, and enrollment of children and families
* Administer the WI Children’s CLTS/CCS functional screen to determine eligibility.
* Provide service coordination and/or make referrals in the area of individual counseling, family counseling, parenting skills, basic living skills, and support services.
* Coordinate with other agency personnel on services needed for client safety, stability, and self-sufficiency.
* Provide necessary counseling services and locate resources for children or adults in foster care or other alternate care and their natural families.
* Monitor and provide services to children or adults placed under supervision of the department through Wisconsin Statutes and provide required reports to the court, testifying when needed.
* Home visits, office visits, collateral contacts, and consultation with other agencies to ensure provision of services.
* Maintain accurate, meaningful and current case records, reports, and other types of correspondence to ensure quality control for federal/state reimbursement.
* Successfully complete the Comprehensive Community Services core training within one year of employment.

Children’s Mental Health Case Manager

* Provide all services required by, and in accordance with, the CCS/CLTS Administrative Code/guidelines and the Wisconsin Medicaid Provider’s Manual appropriate for a bachelor’s level case manager. This service provision may include, but is not limited to: comprehensive assessments, treatment plans, case management, supportive psychotherapy, skills training, discharge summaries, progress notes and billing.
* Manage paper and electronic files in accordance with County/State/Federal standards, and maintain confidential client information.
* Conduct home visits, office visits, collateral contacts, and consultation with clients, client supports and other agencies to ensure provision of services.
* Attend CBH administrative meetings and CBH clinical staffings.
* Maintain accurate, meaningful and current case records, reports, and other types of correspondence to ensure quality control for State/Federal reimbursement and compliance.
* Attend in-service training and staff development activities to maintain professional and program certifications.
* Attend meetings to represent the agency, as requested.
* Assist manager as resource to Human Services Board, Director, and/or community, as requested.
* Provide back-up to other CBH staff, as requested.
* May provide 24-hour on-call emergency service for after hours, if needed. (Currently under contract with outside agency.)

**Social Worker Minimum Qualifications:**

Bachelor’s degree in Social Work or Human Services related field from an accredited college or university. Certified Social Worker by the Wisconsin Department of Safety and Professional Services or eligible for certification to be completed within one (1) year of hire. . Valid driver's license and available transportation also required.

**Preferred Qualifications:**

Completion of statutorily (s. 48.981 (8) (d)) required Social Worker Pre-Service training and/or Certified Child Functional Screener. One year full-time paid Social Work experience with the CLTS target populations or CCS preferred. Completion of Certified Child Functional Screener is also preferred

**Case Manager Minimum Qualifications:** Bachelor’s degree in Social Work or Human Services related field from an accredited college or university. Valid driver's license and available transportation also required.

**Knowledge, Skills, and Abilities:**

Knowledge of basic everyday living skills. Ability to understand and follow directions, and professional level reading and writing skills is necessary. Skilled in interviewing, counseling, and communication skills are required. Knowledge of evidence-based social work practices, and Federal and State policy and procedures. Ability to organize work and develop work procedures with minimum supervision; ability to establish and maintain effective working relationships with County officials, County administrators County employees, and general public; ability to prepare and maintain records. Must be dependable, tactful, and maintain confidentiality. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rates, ratios, and percentages. Must be able to read, write, and understand English.

**Physical Requirements:**

Over 75 percent of time is spent talking and hearing. Fifty percent of time is spent sitting and using near and far vision, low fingering, and low (10 lbs. or less) carrying. About 10 percent of time is spent standing, walking, climbing (using legs and feet), reaching, and low to medium (up to 40 lbs.) lifting and carrying. In unusual situations, it is necessary to stoop, kneel, grapple, bend/twist, and feel.

**Special Requirements:**

None

**Environmental Ability:**

Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses little risk of injury.

Pierce County is an Equal Opportunity Employer. In compliance with the American 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’s signature Date Supervisor’s signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personnel Department Date