



**LIFE NAVIGATORS  
POSITION DESCRIPTION**

**POSTION TITLE:** Children's Long-Term Support (CLTS) Support and Service Coordinator (SSC)  
**REPORTS TO:** Program Manager

**PRIMARY RESPONSIBILITIES:**

1. Provide comprehensive assessment, evaluation and monitoring of services for children with disabilities and their families served under CLTS Waiver Program Care Management/Support and Service Coordination. Deliver services utilizing person-centered approach to ensure CLTS waiver participants access and inclusion for home and community based services.
2. Compliance with performance measurements including individual service plan (ISP) outcomes, recertification's, required contacts and incident reporting.
3. Establish and monitor Individual Service Plans for children and families served under the program and program functional and financial eligibility. Reviewing and updating of service plan and service authorization, assist in facilitating programmatic and developmental transitions, and cross system coordination.
4. Maintain certification as a Children's Long-Term Care Functional Screener with the State of Wisconsin. Participate in on-going training and education and program requirements.
5. Provide intervention and coordination with family members and service providers as necessary to promote safety, independence and foster community integration for each child and family served.
6. Perform routine monitoring services to ensure the safety of those served including crisis services and critical incident intervention. Provide crisis intervention as needed and coordination with other health, behavioral and medical providers. Timely reporting of crisis intervention.
7. Providing information and support to address program transitions. Coordination and information and education on transitions, guardianship, accessing LTC services, system coordination including public benefits.
8. Monitor caseload and prepare written reports, correspondence and program documentation for agency purposes and for funding sources. Complete timely case noting and documentation in SUMAC for program reporting and contract compliance.
9. Represent the interests of CLTS programming and children with disabilities and their families in various community wide committee and coalitions.
10. Administer policies and procedures effectively and perform related duties as required or delegated by supervisor.

**QUALIFICATIONS:**

1. Bachelor's degree in Social Work, Public Health or related field required, Master's preferred.
2. One or more years of direct experience in serving children, youth and individuals with disabilities. Strong knowledge of community based services including public benefit programming.
3. Excellent written and oral communication skills with the ability to communicate key information clearly and in a timely manner and detailed documentation and reporting.
4. Knowledge of the Milwaukee County service system and State of Wisconsin Children's Waiver Programs.
5. Excellent computer skills, including knowledge of Microsoft Office Suite and SUMAC Program Management data systems service coordination data systems.
6. A valid Wisconsin Driver's license, vehicle and insurance.