MENOMINEE COUNTY/TOWN OF MENOMINEE
POSITION DESCRIPTION

Position Title: Children's Disability Case Manager	**Department:** Human Services	**Division/Section:** Family Protection & Engagement
Classification: Salaried/ Exempt	**Wage: Based on Experience** $42,142.00-$46,427.00 (Non-Certified) $43,432.00-$47,842.00 (Certified)	**Supervisor:** Family Protection & Engagement Supervisor
Supervision Exercised: None	**Posting Date:** 08/31/26	**Deadline Date to Apply:** 09/14/2026

Position Summary:
Under the general supervision of the Family Protection & Engagement Supervisor, this position coordinates and monitors services for children with diagnosed qualifying conditions or significant developmental delays from birth to age 21 in the programs of Birth to 3, Children's Community Options Program, and the Children's Long-Term Services Waiver Program. This position is responsible to be proficient in performing the service coordinator functions and participating in the formulation, determination, and implementation of program policy and services while ensuring procedural safeguards to protect parent and child rights as they pertain to the state of Wisconsin Administrative Codes: 46.272, DHS 1, DHS 90 and the Home and Community-Based Waiver Program 1915(c) or the Individuals with Disabilities Education Act (IDEA). This position also assists with Child Protective Services (CPS), along with Youth Justice intake services, case management and assessments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide intake services, assessments, and evaluations of all program referrals; while working with children and their families to develop Individualized Service Plans (ISP) to address identified needs, ensure that services address person-centered outcomes, and services are provided in the child's natural environment- at the beginning when determining eligibility and at 6-month intervals needed for review.
- Availability to work unscheduled hours by providing case management, and intensive services for families, and may be assigned to work with community services teams including serving as team facilitator to coordinate service for all program participants including coordination with therapists, other service agencies and develop effective provider networks to ensure accessibility to all required services.
- Assist with completing financial eligibility forms for Medicaid as well as forms required for other programs such as applying for disability determination and/or CLTS treatment costs to be borne by the client (if any).
- Complete high-cost funding requests to the Department of Health Services (DHS) and acts as Liaison between contractors and the state as needed. Complete annual CLTS foster rates for billing.
- Attend school IEP meetings and participate in the discussion of service needs; provide advocacy as needed.
- Respect, understand, maintain, and abide by all confidentiality laws, agency policies and procedures, manuals, administrative codes, and state/federal laws; utilize appropriate grievance procedures.
- Respond to referrals of CLTS, YJ, child abuse/neglect (CPS); evaluate the need for B-3, CLTS, YJ, and child protective services as it relates to state statutes that govern the children programs

- Develop and initiate an individual plan of treatment/case plan with consumer and/or family participation including assessment of children's and families' strengths, risks, and needs. Evaluate the case/treatment plan on an ongoing basis including the use of Permanency/Case Plans, and/or IFSPs, and/or ISPs to connect children and their families with early intervention and other services needed
- Participate in on-call rotation
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Education with Wisconsin Department of Public Instruction License-Early Childhood/Exceptional Education Needs; OR
- Bachelor's degree in Social Work) certified or eligible for certification as a Social Worker in Wisconsin, pursuant to Act 160 Chapter 457.08), or a Bachelor's degree in related Human Services/Behavioral Science filed from an accredited University with the ability to obtain certification as a Social Worker in Wisconsin, pursuant to Act 160 Chapter 457.08).
- Possession of a valid driver's license and access to an owned vehicle and provide evidence of meeting such requirements continually; must have a good driving record
- Must submit to and pass a pre-employee drug test.

A person not meeting any one of the minimum qualifications listed above will not be considered for an interview.

NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- **Reports/Records/Assessments:** Ability to assess individual's needs and complete or arrange for the completion of appropriate evaluations. Develop and maintain efficient, timely, and accurate completion of required records, reports, and other necessary paperwork within specified time frames according to statutory rules, regulations, court duties as required, and other controls affecting the agency, and present reports verbally and/or written, as requested.
- **Physical Demands:** Ability to lift up to 25 pounds, stand, bend, sit, kneel, reach, and stoop. Frequently climb flights of stairs; sit for several consecutive hours
- **Working Conditions:** operate/drive a car; requires manual dexterity sufficient to operate standard office equipment. No limitations that would impair or restrict the ability to hear and understand communication or to communicate with others, comprehend oral or written instructions and read manuals, forms, and other documentation. No limitations that would impair or restrict the ability to make visual observations, i.e. nonverbal cues, possible hostile/confrontational situations, discrimination against different shades of color.
- **Other:** This position description is an illustration of the duties and responsibilities of this position and is not intended to be all-inclusive. Management reserves the right to add or remove duties and to assign other duties as necessary. This job description does not constitute an employment contract.

BENEFITS: To see a summary of Menominee County's benefits, visit Menominee County's website at www.co.menominee.wi.us and click on the "Career Opportunities" tab appearing in the left margin of the home page.

APPLICATION PROCESS: A complete application includes:

- Menominee County Employment Application (available in the Administrative Coordinator Assistant's Office or online at www.co.menominee.wi.us under the "Career Opportunities" tab appearing in the left margin of the home page);
- Copy of College Transcripts (official "stamped" copies due prior to starting date if offered the position);

- Copy of current Resume
- Copy of valid Wisconsin Driver's license.

Applications that are incomplete or do not include the information described above will be screened out and will not proceed to the interview stage.
Please submit all required information in person to the Administrative Coordinator Assistant's office at the Menominee County Courthouse located at W3269 Courthouse Lane in Keshena, Wisconsin. Alternatively, all of the required information can be mailed to:

Menominee County Courthouse
Attn: Human Resources
P.O. Box 279
Keshena, WI 54135

Please call 715-799-3024 if you have any questions or need assistance.

Menominee 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 encourage both prospective employees and incumbents to discuss potential accommodations with the employer.