

Open Position List

To apply, submit a cover letter indicating the position of interest, a resume, and recent salary history to CLA by the deadline.

Resumes are due by 4:30 pm on the date listed as deadline unless otherwise noted.

Position Title	Posting Date/Deadline	Dept	Status	Brief Description	Basic Requirements
Service Coordinator	07/05/2011-07/18/2011	CIP/COP Waiver Services	Regular, Full-Time	<p>This is an exciting opportunity to work with individuals between the ages of 18-65 currently living in nursing homes. The Service Coordinator will work with these individuals to help transition back into the community.</p> <p>Responsible for working individually with consumers to develop service plans to meet their needs and to help them to maintain their independence in the community.</p> <ul style="list-style-type: none"> • Provide assessment, plan development, and ongoing monitoring of consumer service plans • Maintaining documentation and standards to meet waiver funding requirements • Participating in ongoing internal and external workgroups, training and professional development 	<ul style="list-style-type: none"> • Job requires knowledge acquired through a course of study and practice experience that meets requirements for state certification/licensure as a social worker and also one year experience with the target group OR • BS/BA degree in health or human services or related field (experience is below) OR • Through a minimum of four years experience as a long term support CM/SSC OR • Through an equivalent combination of training and experience that equals four years of long term support practice in long term support case management practice OR • The completion of a course of study leading to a degree as a registered nurse and one year of employment working with persons of the specific target group for which they are serving • Job requires more than 1 and up to 4 or more years of progressively more responsible, related work experience • Case management experience, working with people with disabilities in a community setting or other setting preferred • Valid driver's license and reliable mode of transportation • Crisis management skills, sensitivity to and knowledge of disability issues • Working knowledge of basic computer skills including the use of MS Outlook, MS Word, MS Excel, and keyboarding skills
On Call Coordinator	07/05/2011-07/18/2011	Personal Care	Regular, Full-Time	<p>Under the direction of the Home Care Scheduling Supervisor, the On Call Coordinator coordinates the work assignments of the on call staff and assists in the scheduling of Personal Care Workers and Home Care Specialists.</p> <ul style="list-style-type: none"> • Develops and coordinates care assignments and on call staff and home care specialists work schedules • Assists in scheduling personal care workers to fill open shifts • Ensures consumer satisfaction, worker competency, and compliance with organization policies and procedures 	<ul style="list-style-type: none"> • Certified Nursing Assistant with certification current in the State of Wisconsin • One year experience coordinating staff time and scheduling work needs • Two years experience in providing direct personal care • Must have working knowledge of basic computer skills including of the use of MS Outlook, MS Word, MS Excel, also the use of, or ability to learn scheduling software • Must have knowledge and ability to develop and coordinate employee work schedules • Must have knowledge of home-based personal care tasks • Must be familiar with Dane County • Direct care experience required, especially in the areas of: bathing, bowel care, catheter care, transfers and dressing • Must possess the skill and ability to train personal care and on-call workers • Excellent communication and listening skills one-on-one or with a group of people and with diverse audiences • Excellent documentation, time management, and organizational skills