

Effective January 1, 2006, background checks must be conducted on all individuals appointed to these positions covered by Wisconsin Act 27 of the laws of 1997 and Wisconsin State Statute 50.065.

Job Title: Children Long-Term Support (CLTS) Support Staff

Announced Date: January 2026

Contracted Fee: Based on experience

Flexible Hours: AMs, PMs, and/or weekends

Program Overview

The Children Long-Term Support (CLTS) Program is designed to help children with disabilities live their best lives by supporting independence, safety, and meaningful participation in their homes, schools, and communities. Through mentoring, daily living skills, and personal support services, CLTS staff help children engage with peers, build life skills, and enrich their overall quality of life.

Minimum Qualifications: High school diploma or GED required, minimum of **2–3 years of experience** working with children with disabilities, additional training or coursework related to children with disabilities is desirable, ability to pass a **criminal background check**. Reliable, dependable, and professional. Strong documentation and communication skills, including the ability to type clear, concise, and accurate notes

Knowledge, Skills, and Abilities:

- Understanding of child development and disability support
- Ability to create and follow individualized care plans
- Strong organizational and time-management skills
- Compassionate, patient, and respectful approach when working with children and families
- Ability to work independently and as part of a team
- Commitment to confidentiality and ethical standards

Primary Duties and Responsibilities

- Support children in building **independence and daily living skills**
- Assist children in staying **safe within their homes and communities**
- Provide mentoring and personal support services
- Encourage and facilitate **community engagement and peer interaction**
- Assist families with accessing medical care and community resources
- Provide or coordinate **respite care** as needed
- Connect families with contractors or resources for **home modifications** to enhance safety and accessibility
- Develop, implement, and update **individualized care plans**
- Attend and actively participate in team meetings and case conferences
- Maintain accurate, timely, and confidential documentation and progress notes
- Provide ongoing support and guidance to families

Work Environment

- Services may be provided in homes, community settings, or other approved locations
- Must be able to interact effectively with children, families, and professionals

Core Values

Staff are expected to uphold the agency's core values of **love, integrity, transparency, and excellence** in all interactions and services.

To apply, email resume and cover letter to: info@ourdailybreadmil.org

Subject Line: CLTS

Only qualified candidates will be notified

Our Daily Bread Community Outreach Center, Inc
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