



Fiscal/Human Resources Office
Scioto County Board of
Developmental Disabilities
2619 Gallia Street
Portsmouth, Ohio 45662
740-353-0636 FAX: 740-353-0780

NOTICE OF AVAILABLE POSITION

Service and Support Administrator(s) (THIS IS NOT A MANAGEMENT POSITION)

QUALIFICATIONS: Successful candidates MUST have a Bachelor's Degree in social services, or other applicable field from an accredited college or university. Must have, or be eligible to receive, Ohio DoDD SSA certification, have a valid drivers' license and reliable transportation. Must be highly self-motivated, self-disciplined and able to work cooperatively with others. Must have strong communication and leadership abilities, must be organized and accurate. DD experience preferred but not required. Computer skills are necessary. Employment is contingent upon successful background checks, reference checks and drug screening.

JOB DESCRIPTION GUIDELINES: Work one-on-one with individuals and serve as a point of coordination for eligible individuals. Coordinate all aspects of services and supports that impact the service plan. Plan and coordinate services with individuals and their stakeholders using a person-centered approach; develop Individual Service Plans (ISP); assist individuals with selection of Providers; partner with ODJFS in the administration of home and community based service waivers; coordinate and/or perform assessments for the development and/or revision of the ISP; establish budgets for individuals' services; provide emergency interventions for individual as necessary including on-call rotation; coordinate training for providers, professionals, paraprofessionals, direct service staff, family members, guardians, school staff, and others as appropriate; communicate availability of resources and options in the community and assists individuals in accessing those resources; ensure that methodologies used between disciplines are compatible; monitor service provision; advocate for individuals' choices and options; review individual satisfaction with and effectiveness of services; complete necessary documentation and forms as required; respect and maintain the confidentiality of private information; attend training and conferences as requested; perform any other duties deemed necessary and appropriate by the Service and Support Administration Director or SSA Manager.

Working conditions may exist that are not such as normally exist in the occupation of the public employee such as, exposure to blood-borne pathogens, communicable diseases, potentially infectious materials, and/or aggressive behavior. As necessary, employee shall comply with safety rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.

HOURS: Full time, 260 days per year. Must be available to work abnormal hours.

SALARY: \$17.68 - \$28.65 per hour, depending on experience; includes full benefit package

APPLICATION DEADLINE: 4 PM, December 21, 2018

SEND APPLICATION, RESUME AND COVER LETTER TO: Scioto County Board of DD, HR Office, 2619 Gallia St., Portsmouth, OH 45662 or submit via email to: sciotocountydd@sciotodd.org. Applications available at <http://sciotocountydd.org/jobopportunities.aspx>

Approved: Matthew Pursell Date: 12/4/2018

DATE OF POSTING: 12/5/2018

The Scioto County Board of Developmental Disabilities is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, veteran's status, qualified mental or physical disability [except to the extent that physical ability to perform the job is a *bona fide* occupational qualification], political affiliation, parental status or genetic information. Individuals requesting any form of accommodation are encouraged to contact the Scioto County Board of DD.

Visit our website: www.sciotocountydd.org.