



Fiscal/Human Resources Office
Scioto County Board of
Developmental Disabilities
2619 Gallia Street
Portsmouth, Ohio 45662
740-353-0636
FAX: 740-354-5852

NOTICE OF AVAILABLE POSITION
Provider Liaison
(Outreach Department)

QUALIFICATIONS: Bachelor's Degree in Social Science or related field is preferred; experience working with individuals with developmental disabilities as well as Medicaid Waiver providers in the developmental disabilities field is preferred. Must possess effective written and oral communication skills and basic mathematical skills; proficient in typing and general clerical/secretarial duties is required. Must have employment history that demonstrates reliability, good attendance and punctuality. Knowledge of Medicaid Waivers rules and regulations preferred, as is knowledge of residential services in the developmental disabilities field. Minimum 1-year related work experience in the field of Psychology, Special Education, Social Work, or similar field is preferred. Must have current drivers license and access to reliable, fully insured vehicle for agency use. Must have no criminal record and be able to pass a urinalysis drug test and other background checks.

JOB DESCRIPTION SUMMARY: Develop and maintain good provider relations by:

- Recruit new waiver service providers (Including agency DSP's).
- Maintain regular communication with current and potential agency and independent providers.
- Keep current with provider needs and communicate those needs to SCDD
- Facilitate communication between SSAs and Providers and collaborate with other county boards to develop new and creative ways to assist providers.
- Develop, provide and coordinate provider meetings, training and information on best practices for every aspect of service provision.
- Be a local resource for providers for assistance for technical assistance with service delivery and billing.
- Be a resource and communicate with DODD as needed concerning issues of PAWS and provider billing.
- Assist with the provider search process by communicating to providers when individuals are seeking a provider

Note: Working conditions may exist that are not normally present 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. 40 hours per week. Must be available to work flexible hours and work occasional overtime

SALARY: Commensurate with experience and education; full benefit package.

APPLICATION DEADLINE: April 14, 2023, 4:00 PM

DATE OF POSTING: March 31, 2023

SEND RESUME OR LETTER OF INTEREST TO: Scioto County Board of DD, Human Resources Office, 2619 Gallia Street, Portsmouth, OH 45662, or apply by email: sciotocountydd@sciotodd.org; or Fax: 740-354-5852.

Supt Approval: Matthew T. Purcell Date: 3/31/2023

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. .