



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:
Case Manager/Service Coordinator (SSA)**

MINIMUM QUALIFICATIONS: Have evidence of a Bachelor’s Degree in Human Services, or other applicable field. Applicants must have or be eligible to receive Ohio DoDD SSA certification. Be willing to undergo criminal background checks, work reference checks, and a drug screening. Must be highly self-motivated, self-disciplined, and able to work cooperatively with others. Applicants must also have strong communication skills and leadership qualities. Be organized, accurate, and have the ability to remain professional and compassionate in stressful situations. Must also possess computer skills and sufficient remote Internet access.

JOB DESCRIPTION SUMMARY: Successful applicants will work one-on-one with individuals with developmental disabilities, and their families, both virtually and in-person. Coordinate services and supports using a person-centered approach. Assist with development and revision of individual plans and budgets. Provide emergency assistance both during and outside of regular working hours; serve as part of an on-call rotation. Communicate availability of resources both within the agency and in the community. Monitor service provision for quality, continuity, and effectiveness. Be an advocate for individual’s choices and rights. Complete required documentation, and maintain confidentiality. Attend and lead trainings and meetings. Ensure compatibility between methodologies across disciplines.

Working conditions may exist that are not such as normally exist in the occupation of the public employee such as exposure to bloodborne 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; May require flexibility, overtime and working from home. Will require working occasional weekends and holidays.

Salary: Commensurate with experience and education; full benefit package, OPERS retirement plan

Application Deadline: Open until position filled

Date of Posting: January 12th, 2024

Supt. Approval: Matthew Pursell Date: 01/12/2024

HOW TO APPLY: Send resume, cover letter and a completed application to: Scioto County Board of DD, Human Resources Office, 2619 Gallia Street, Portsmouth, OH 45662, Fax 740-354-5852, or email: sciotocountydd@sciotodd.org. The application will be emailed to you upon request or may be downloaded from www.sciotocountydd.org/jobopportunities. Applicants may hand-deliver requested documents in a sealed envelope left in the drop off box provided at the main entrance (in the rear parking lot of Vern Riffe School).

The Scioto County Board of Developmental Disabilities is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, 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.