



Superintendent's Office
Scioto County Board of
Developmental Disabilities
2619 Gallia Street
Portsmouth, Ohio 45662
740-353-0636 FAX: 353-0780

NOTICE OF AVAILABLE POSITIONS
Case Manager/Service Coordinator (SSA)
(This is not a management or counseling job)

Qualifications: Successful candidates must:

- Have a Bachelor's Degree in Human Services, or other applicable field
- Have or be eligible to receive Ohio DoDD SSA certification
- Be highly self-motivated, self-disciplined, and able to work cooperatively with others
- Have strong communication skills and leadership qualities,
- Be organized, accurate and remain professional and compassionate in stressful situations.
- Possess computer skills and sufficient remote Internet access
- Be willing to undergo criminal background checks, work reference checks and a drug screening.

Job Summary: Successful applicants will:

- Work one-on-one with individuals with DD 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, maintain confidentiality
- Attend and lead training and meetings
- Ensure compatibility between methodologies across disciplines
- Work in conditions that may risk exposure to blood- and air-borne pathogens and/or aggressive behavior

Hours: Full-time (260 days per year). May require flexibility, overtime and working from home. Will require working occasional weekends and holidays.

Salary & Benefits: Negotiable. Includes full benefit package (health, vision & dental insurance coverage, HRA, no-cost life insurance, paid vacation, paid sick leave, paid personal leave, Ohio Public Employee's Retirement System participation, continuing education reimbursement, IRS mileage rate reimbursement)

Date of Posting: 3/28/2022 until positions are filled

SEND APPLICATION, RESUME AND COVER LETTER TO:

Mail or hand-deliver to: Scioto County Board of DD, HR Office, 2619 Gallia St., Portsmouth, OH 45662
or Email: sciotocountydd@sciotodd.org
or FAX: 740-354-5852

Applications are available upon email request, picked up at the main entrance, or downloaded at
www.sciotocountydd.org/jobopportunities.aspx.

Approved: Matthew Purcell Date: 3/28/2022

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.