



**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 POSITIONS**  
**Service and Support Administrator/Case Manager**  
**(This Is Not a Management or Counseling Position)**

**QUALIFICATIONS:** Successful candidates MUST have a Bachelor's Degree in human services, or other applicable field from an accredited college or university. Must have, or be eligible to receive, Ohio DoDD SSA certification, 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 skills and leadership qualities, must be organized and accurate and have the ability to remain professional and compassionate in stressful situations. DD experience preferred but not required. Computer skills and sufficient remote Internet access are vital. Employment is contingent upon successful background checks, reference checks and drug screening.

**JOB DESCRIPTION GUIDELINES:** Work one-on-one with service recipients, both virtually or in person, and serve as a Case Manager coordinating all aspects of services and supports using a person-centered approach; cooperatively develop Individual Service Plans (ISP); assist individuals with selection of Service Providers; partner with ODJFS in the administration of home and community based Medicaid waivers; coordinate and/or perform assessments for the development and/or revision of the ISP; establish budgets for individuals' services; provide emergency assistance as necessary including on-call rotation on evenings, weekends and holidays; 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; provide quality control for individual satisfaction with and effectiveness of services; complete necessary documentation and paperwork 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 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. Job may require some overtime (paid) and working from home, and will include working holidays and outside normal business hours.

**SALARY:** Negotiable, depending on experience; includes full benefit package including medical, dental, vision and life insurance, paid vacation, paid holidays, and state retirement plan.

**APPLICATIONS ACCEPTED:** Until position is filled.

**SEND APPLICATION, RESUME AND COVER LETTER TO:** Scioto County Board of DD, HR Office, 2619 Gallia St., Portsmouth, OH 45662 by mail or in person, or submit via email to [sciotocountydd@sciottodd.org](mailto:sciotocountydd@sciottodd.org) or FAX to 740-354-5852. Applications may be emailed upon request, picked up at the main entrance, or downloaded at [www.sciotocountydd.org/jobopportunities.aspx](http://www.sciotocountydd.org/jobopportunities.aspx).

Approved: Matthew T. Purcell Date: 7/28/2021

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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.