

# CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

## POSITION POSTING

(Applications for the following positions may be downloaded from the website at [www.clermontdd.org](http://www.clermontdd.org) or obtained in the Human Resources Department, located at the Thomas A. Wildey Center, 2040 St. Route 50, Batavia, Ohio between the hours of 8:00 a.m. and 4:00 p.m.)

### AVAILABLE POSITION

#### Program Manager

240 Days per Year, 37.5 Hours per Week  
(Vacancy for A. Ward)

### IMMEDIATE SUPERVISOR

Program Coordinator

### DUTIES: (Summary Only)

This position provides professional adult services in areas of habilitation and community employment to individuals with developmental disabilities in a trauma informed environment. Works with considerable independence and must have good decision-making skills related to his/her caseload, receiving professional direction and supervision from the Program Coordinator. The Program Manager is required to provide direct service in the areas of crisis interventions & must be able to perform the essential physical demands for lifting, positioning, & moving individuals. Evaluates and assesses skills, behavior, wants and needs of individuals with developmental disabilities; analyzes assessment results; recommends placement and programming; develops and is responsible for implementation of individual plan; supervises and monitors adult's work performance, skill development, behavioral and survival skill development; counsels adults and reviews IP regularly and recommends changes; assists adults in developing vocational skills. Prepares Empower Me Plans for each adult; coordinates and monitors training of adults in obtaining progress in habilitation skills (e.g., living skills, travel skills, survival skills, etc.); maintains individual training and evaluation records; prepares lesson plans, coordinates actions required to implement plans; accompanies adults on outings. Monitors individual plans and programs; records results; plans and implements programs to resolve behavior concerns in a trauma informed way; prepares reports and maintains records on individual progress for each adult regarding attainment of goals and objectives of the individual plan within established timelines. Monitors adult's performance and skill development; develops work assignment plans; recommends placement in work places; prepares and maintains progress reports; assists adults with transportation to and from job sites; maintains records of job site performance. Attends to physical needs of adults as necessary (e.g., assists with feeding, toileting, changing soiled clothes, mobility, illness, etc.); lifts, carries, and positions adults in a safe manner, according to in-service training & using proper lifting techniques. Works cooperatively with other staff, parents, caseworkers, medical personnel, specialists, etc. to achieve individual goals and programming; facilitates communication with adults through use of sign language, picture communication, etc. Maintains required Adult Services Worker certification. Maintains regular, punctual, and consistent work schedule. Develops and demonstrates knowledge of current developments in field to provide most beneficial adult services (e.g., participates in Employer provided training, etc.). May be required to transport adults in an agency vehicle; if transporting adults, is required to meet the requirements of the Board's Transportation policy; performs other related duties as required or assigned.

### QUALIFICATIONS:

Must have a bachelor's degree in special education, rehabilitation, social work/mental health or a related field & experience with adults with developmental disabilities and dual diagnoses; must be able to obtain Adult Services Worker Certification; must successfully pass post-offer/pre-employment physical exam with agility test and drug test; criminal background checks, Abuser Registry, Nursing Registry, and other registry checks per Statute. Must meet physical demands of position as stated on job description, with or without reasonable accommodations.

### SALARY:

\$36,905 - \$40,590 Based on Experience

### POSTING DATE:

09/04/2018

### APPLICATION DEADLINE:

Until filled

### SEND APPLICATIONS TO:

Kathy Booth, Human Resources Coordinator  
Clermont County Board of DD  
2040 US Highway 50  
Batavia, OH 45103  
[cbooth@clermontdd.org](mailto:cbooth@clermontdd.org)