

**CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
POSITION POSTING**

(Applications for the following position 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:**           **SERVICE AND SUPPORT ADMINISTRATOR (New position)**  
12 Months per Year (255 days), 40 Hours per Week, Non-Bargaining Unit Eligible

**IMMEDIATE SUPERVISOR:** SSA Supervisor

**DUTIES:** (Summary Only)

Coordinate intake and eligibility for Board services; assesses individual needs for services; facilitates the development of individual service plans; establishes budgets for services based on the individual's assessed needs and preferred ways of meeting those needs. Maintains active caseload and achieves targeted billing objectives. Assists individuals in making selections from among the providers they have chosen. Ensures that services are effectively coordinated and provided by appropriate providers. Demonstrates skill in facilitating team meetings, including those that may be adversarial in nature, to reach agreement on needed services and supports for individuals. Establishes and implements an on-going system of monitoring the implementation of individualized service plans. Incorporates the results of quality assurance reviews and identified trends and patterns into amendments of an individual's service plan. Reviews any Unusual and Major Unusual Incidents for trends and patterns and takes a lead role in solving problems identified. Employee must demonstrate adherence to timelines and deadlines, have good computer skills and software proficiency, and good organizational skills. Tracks and resolves complaints. Completes service and training documentation and all agency referrals in a timely manner. Makes recommendations for referrals to community agencies and provides follow-up. Performs 24-hour crisis intervention services as scheduled. Carries the cell phone, log sheet, and Emergency Information Notebook at all times during designated rotations. Works cooperatively with other staff, parents, caseworkers, medical personnel, specialists, etc. Must acquire and maintain required licenses and/or certification. Must demonstrate regular and punctual attendance. Promotes and implements the mandates and goals of the Clermont County Board of Developmental Disabilities in a professional, positive, and efficient manner and actively supports fundraising efforts. May be required to transport individuals in an agency vehicle; if transporting individuals, is required to have valid CPR/First Aid and meet requirements of Board's Transportation policy. Must be willing to learn and ultimately possess the knowledge, values, attitude and skills required to contribute to a trauma-informed community. Strive to create an environment that respects the perspectives and experiences of individuals, families, staff and communities we serve.

**QUALIFICATIONS:**

Minimum of Bachelor's degree in special education, rehabilitation, social work/mental health or a related field with experience related to the position. Budget management, facilitating, negotiating, and conflict management experience preferred, as well as experience with Social Security, MET/HUD, other governmental funding sources, Medicaid/Medicare programs and waivers. Possession of or ability to obtain SSA Certification. Ability to lift, carry, and position children or adult individuals in a safe manner and perform crisis interventions according to in-service training. Successfully pass pre-employment post-offer physical exam, drug test, criminal background check, Abuser Registry check, and Nursing Registry check and other registry checks as required by Statute.

**SALARY:**                           \$19.50 - \$ 21.45 per hour (Based on experience)

**REPOSTING DATE:**               1-3-2019

**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)