POSITION POSTING

(An application for the following position may be downloaded from the website at 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 INVESTIGATIVE AGENT (new position)

IMMEDIATE SUPERVISOR: Investigative Manager

DUTIES (SUMMARY ONLY)

Investigates reports of abuse, neglect, and major unusual incidents on behalf of individuals with developmental disabilities in accordance with OAC 5123:2-17-02; reviews & analyzes major unusual incidents to ensure prescribed &/or approved forms are utilized & to identify patterns & trends; notify county board’s service & support administrator or other administrative official of filing of major unusual incidents in accordance with established procedures; reviews major unusual incident reports to ensure providers have taken all reasonable measures to protect health & safety of individuals & determines any additional actions necessary; ensures conflicts of interests do not exist & takes appropriate action if conflicts of interest do exist; ensures major unusual incidents occurring in ICF/DD facilities are reported and investigated. Ensures immediate actions have been taken to protect or care for victim. Exercises independent judgment regarding planning & conducting investigations. Notifies DODD of situations involving conflict of interest where a separate investigation is to be conducted. Collaborates with law enforcement, children services board, and other entities. Carries out duties in compliance with applicable statutes and rules. Testify at administrative hearings and court. Compiles & evaluates information gathered & prepares & submits written report of investigation of abuse, neglect, &/or major unusual incidents to DODD; prepares & provides written summaries of investigations to individual(s), advocate(s), legal guardian(s), & providers within established timeframes; provides notification to provider of closure of investigation; reviews investigation reports to ensure compliance with applicable statutes and rules related to investigating major unusual incidents; notify individual(s) & advocate(s) selected by the individual(s), legal guardian(s), & providers of their right to submit written comments to the county board regarding conclusions of investigations & preventative measures implemented in response to incidents; submits comments provided to DODD. Maintains case files for investigations. Gathers information for abuser registry. Receives DODD approved training as required & provides training related to abuse, neglect, and major unusual incidents.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in related field preferred or qualifications listed in OAC 5123-5-07 of the Ohio Administrative Code. at least two years of experience in DD field preferred. Possession of or ability to obtain SSA and Investigative Agent certification issued by the Superintendent/DODD pursuant to 5123:2-5-02 of the Ohio Administrative Code. Valid driver’s license and available transportation. Must maintain insurance on personal vehicle. Training in civil and criminal investigatory practices as specified in Section 5126.221 of the Ohio Revised Code within the first year as an Investigative Agent. Must maintain Investigative Agent Certification by completing all renewal requirements. Successfully pass pre-employment criminal background check; Abuser Registry, Nursing Registry, and checks of other required registries; and post-offer pre-employment physical exam and drug test.

SALARY: $20.49 – $24.59

POSTING DATE: 08/31/2021

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

21-014 The Clermont County Board of DD is an Equal Opportunity Employer