

**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 (SSA)**  
12 Months per Year (255 days), 40 Hours per Week, Non-Bargaining Unit Eligible

**IMMEDIATE SUPERVISOR:** SSA Supervisor

**DUTIES:** (Summary Only)

As an SSA you will coordinate eligibility for Board services; assess individual needs for services; facilitate the development of individual service plans; establish budgets for services based on the individual's assessed needs and preferred ways of meeting those needs. Much of this position is processing paperwork. Maintain an active caseload and achieve targeted billing objectives. Assist individuals in making selections from among the providers they have chosen. Ensure that services are effectively coordinated and provided by appropriate providers. Facilitate team meetings, including those that may be adversarial in nature, to reach agreement on needed services and support for individuals. Establish and implement an on-going system of monitoring the implementation of individualized service plans. Incorporate the results of quality assurance reviews and identified trends and patterns into amendments of an individual's service plan. Review 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. Track and resolve complaints. Complete service and training documentation and all agency referrals in a timely manner. Make recommendations for referrals to community agencies and provide follow-up. Perform 24-hour crisis intervention services as scheduled. Carries the cell phone, log sheet, and Emergency Information Notebook always during designated rotations. Work 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. 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 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:** \$47,899.20 - \$52,693.20 per year  
**POSTING UPDATE:** 11/22/2024  
**APPLICATION DEADLINE:** Until filled  
**SEND RESUMES TO:** [kbooth@clermontdd.org](mailto:kbooth@clermontdd.org)  
Kathy Booth, HR Coordinator  
Clermont County Board of DD  
2040 US Highway 50 Batavia, OH 45103

**The Clermont County Board of DD is an Equal Opportunity Employer**