

**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 at the office 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: Employment Navigator**

12 Months/Year (255 days), 40 Hours/Week, Bargaining Unit Eligible

**IMMEDIATE SUPERVISOR:** Community Support Services Director

**DUTIES:** (Summary Only)

As an employment navigator, you will provide employment supports and coordinate employment services for individuals who are county board eligible. Participate in the development of individual person-centered service plans that assist job seekers and their supporters to have a fuller understanding of how having a career and a life in the community fit together; You will establish budgets for services based on the individual's assessed needs and preferred ways of meeting those needs, bill Targeted Case Management (TCM), and achieve targeted billing objectives.

You will coordinate employment services and assist the support team to focus on outcomes and not programs or referrals. Assisting the individual in obtaining benefits analyses; assisting with identifying transportation solutions to maintain employment; assisting individuals who may have a criminal background; assisting individuals with a history of Mental Health and/or Substance Abuse needs is also part of this position. Making and maintaining employer contacts in the community to develop additional resources for individuals, including opportunities for job placement, mentoring with more experienced employees, training opportunities, and continuing education toward career advancement in needed to be successful in this role. You will evaluate the individual's current job satisfaction and identify any possible risks to continued employment, as well as ensuing business satisfaction with the process. Ensuring that everyone who has expressed a desire to obtain community employment is supported through the planning process to obtain a job is important to this position. May be required to transport individuals in an agency or personal vehicle; if transporting individuals, is required to have valid CPR/First Aid and meet 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, social work/mental health, or a related field, and have experience with people with developmental disabilities and dual diagnoses, be able to obtain the Service and Support Administrator Certification, have a valid driver's license with less than 6 points on driving record, pass a post-offer pre-employment physical exam with agility test and drug test, pass a criminal background check and registry checks as required by statute. This position includes the ability to work remotely, which requires the employee to maintain a reliable/efficient internet connection as well as a safe and private workspace. Be able to adhere to timelines and deadlines, have good computer skills and software proficiency, and have good organizational skills.

**SALARY:** \$ 47,899.00 - \$ 52,689.00

**POSTING UPDATE:** 5/28/2025

**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**