

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

(Applications for the following position may be downloaded from the website at 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: SERVICE AND SUPPORT ADMINISTRATOR (SSA)
12 Months/Year (255 days), 40 Hours/Week, Non-Bargaining Unit Eligible

IMMEDIATE SUPERVISOR: SSA Supervisor

DUTIES: (Summary)

As an SSA you will coordinate eligibility for Board services, assess individual needs, facilitate the development and implementation of individual service plans, establish budgets based on the individual's assessed needs and preferred ways of meeting those needs. Much of this position is processing paperwork.

Maintaining an active caseload and achieving targeted billing objectives are vital to success in this role. Assisting individuals in choosing providers, ensuring that services are effectively provided, facilitating team meetings (including those that may be adversarial in nature), and reaching agreement on needed services and support for individuals is also part of an SSA's role.

You must be able to meet on-going monitoring responsibilities and implementation of individualized service plans. Incorporating the results of quality assurance reviews, and identified trends and patterns into amendments of an individual's service plan will also play a part in success as an SSA. You will review any Unusual and Major Unusual Incidents for trends and patterns and take a lead role in solving problems identified.

The ability to meet timelines and deadlines, track and resolve complaints, complete appropriate documentation, and process agency referrals in a timely manner are vital to this role. During designated rotations, you will be responsible for crisis intervention services by monitoring and responding to phone calls, as necessary.

Success in this roll requires regular and punctual attendance, efficient computer and software skills, and the ability to maintain effective organizational systems. In rare instances, you may need to transport individuals. You must be willing to learn and possess the knowledge, values, attitude, and skills required to contribute to a trauma-informed community.

QUALIFICATIONS:

Minimum of bachelor's degree in special education, social work/mental health, or a related field. Budget management, facilitating meetings, negotiating, and conflict management experience preferred, as well as experience with Medicaid/Medicare programs. Ability to obtain SSA Certification, a valid driver's license with less than six (6) points on BMV report, maintain valid CPR/First Aid, and perform crisis interventions according to in-service training is required. Successfully pass pre-employment post-offer physical exam, drug test, criminal background check, and registry checks as required by statute.

SALARY: \$50,306.40 – \$55,345.20 per year
POSTING UPDATE: 01/02/2026
APPLICATION DEADLINE: Until filled
SEND RESUMES TO: kbooth@clermontdd.org
Kathy Booth, Human Resources
Clermont County Board of DD
2040 US Highway 50 Batavia, OH 45103

The Clermont County Board of DD is an Equal Opportunity Employer