

CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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 (IA) - 40 hours per week - 255 workdays per year
SUPERVISOR: Investigative Manager

DUTIES (SUMMARY ONLY) As an Investigative Agent (IA) you will investigate reports of abuse, neglect, and major unusual incidents on behalf of individuals with developmental disabilities in accordance with OAC 5123-17-02

You will:

- review and analyze major unusual incidents to ensure prescribed and/or approved forms are utilized and to identify patterns and trends,
- notify county board's service and the support administrator or other administrative official of filing of major unusual incidents in accordance with established procedures,
- review major unusual incident reports to ensure providers have taken all reasonable measures to protect health and safety of individuals and determine any additional actions necessary,
- ensure conflict of interests do not exist and take appropriate action if conflicts of interest do exist,
- ensure major unusual incidents occurring in ICF/DD facilities are reported and investigated,
- ensure immediate actions have been taken to protect or care for victims,
- exercises judgment regarding planning and conducting investigations,
- notify the Department of Developmental Disabilities (DODD) of situations involving conflict of interest where a separate investigation is to be conducted,
- collaborate with law enforcement, children services board, and other entities, and carry out duties in compliance with applicable statutes and rules.
- testify at administrative hearings and court.
- compile and evaluate information gathered and prepare and submit written reports of investigation of abuse, neglect, and/or major unusual incidents to DODD, prepare and provide written summaries of investigations to individual(s), advocate(s), legal guardian(s), and providers within established timeframes,
- provide notification to the provider of closure of the investigation and review investigation reports to ensure compliance with applicable statutes and rules related to investigating major unusual incidents,
- notify individual(s) and advocate(s) selected by the individual(s), legal guardian(s), and providers of their right to submit written comments to the county board regarding conclusions of investigations and preventative measures implemented in response to incidents
- submit comments provided to DODD,
- Maintain case files for investigations and gather information for abuser registry.

MINIMUM QUALIFICATIONS: Bachelor's degree in a related field or qualifications listed in OAC 5123-5-07, at least two years of experience in the DD field preferred. Ability to obtain the Investigative Agent certification issued by DODD pursuant to OAC 5123-5-07. A valid driver's license and reliable transportation. Must maintain insurance on your personal vehicle. You must complete training in civil and criminal investigatory practices as specified in Section 5126.221 of the ORC within the first year as an IA. Must maintain IA certification. Successfully pass pre-employment criminal background check; all registry checks as required by statute; and post-offer pre-employment physical exam and drug test.

SALARY: \$24.66 - \$27.13 **POSTING:** 2-25-2026
APPLICATION DEADLINE: until filled
SEND RESUME TO: Kathy Booth, Director of HR at kbooth@clermontdd.org or
Clermont County Board of DD
2040 US Highway 50 Batavia, OH 45103

The Clermont County Board of DD is an Equal Opportunity Employer