

JOB OPENING NOTICE

POSITION:	Service & Support Administrators – Vacancy #18-3544
DEPARTMENT	Service and Support Administration
LOCATION	Whipple-Dale Centre
DUTIES	<p>Job Title: Service Support Administrator Reports To: Service Support Administration Supervisor Summary: Facilitates the development and movement of the Individual Service Plan in accordance with the individual’s identified needs and desires. <u>Successful applicant will be fluent in American sign language (ASL).</u> Essential Duties and Responsibilities include the following:</p> <p>75%</p> <ul style="list-style-type: none"> For assigned cases, coordinates ISP conferences in keeping with the philosophy of self-determination, plans services to meet unmet needs through one single unified document, completes the writing of Individual Service Plans (ISPs) in a timely manner so that necessary information is communicated prior to service delivery date, communicates service dates, corrections, suspensions, disenrollment to Waiver Administration, coordinating changes, ISP revision. Assures the individual’s health and safety needs are met through the development and implementation of the ISP. When needed develops Behavior Support Plans in accordance with State rules and regulations as well as Board policy. Provides monitoring of authorized services and review the individuals’ progress against the proposed or intended outcome of the ISP. Assures level of care assessment, comprehensive functional assessment, and other assigned assessments are completed. Determines budget for services and authorizes funding Provides access to and/or knowledge of resources available in the community. <p>20%</p> <ul style="list-style-type: none"> Follows all State and Federal rules as well as Board policies. Assures protocols are completed for HCBS waiver recipients. Follows up with service providers on “plans for improvement” for ISP services being provided in accordance with the ISP. Provides crisis assistance to ensure that needed services occur in a critical or unexpected situation (e.g.: court appearances, arranging for respite, addressing behavioral or medical emergencies, on-call responsibilities, etc.) Assures that Medicaid eligibility is maintained for individuals on caseload. Completes accurate documentation in keeping with requirements of the County Board as well as any applicable Medicaid requirements. Reports major unusual incidents to include alleged abuse/neglect in accordance with HB 403; Ohio Revised Code 5123; Administrative Rule 5123:2-17-02; and County Board policies and procedures. <p>5%</p> <ul style="list-style-type: none"> Assists the individual with due process when necessary. Adheres to a flexible work schedule designed to meet individual needs. Advocates for technical assistance and training to service providers. <p>Other Duties as Assigned The Essential Duties and Responsibilities above represent the most significant duties of the position, but does not exclude other occasional work assignments that would be within the qualifications and responsibility levels of the position. The ability to appropriately handle stress and interact with others to include the ability to follow supervisory direction.</p> <p>Qualifications To perform this job successfully, an individual must be able to perform each</p>

	<p>essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Education and/or Experience: Bachelor's Degree in related field. Experience with individuals who have developmental disabilities. Eligibility for DODD certification. Valid State of Ohio driver's license.</p> <p>Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.</p> <p>Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.</p> <p>Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.</p> <p>Computer Skills: Computer proficiency should include Microsoft Excel, Office, and Windows.</p>
EDUCATION	Bachelor's Degree in related field. Experience with individuals who have developmental disabilities. Eligibility for DODD certification.
MINIMUM RATE OF PAY	\$43,264 starting salary
HOURS	8:00 am to 4:30 pm Monday thru Friday
BENEFITS	Public Employee Retirement System, sick time, personal days, health, dental, and life insurance, paid holidays, and tuition reimbursement.
STARTING DATE	ASAP
APPLY TO	<p>Persons currently employed by the Board must apply in writing. Other interested persons should submit an application or resume to:</p> <p style="text-align: center;">Human Resources Department Stark County Board of Developmental Disabilities 2950 Whipple Ave NW Canton, OH 44708</p> <p style="text-align: center;">Attn: employment@starkdd.org EEO/MFH/ADA</p> <p>Qualified applicants who are disabled and require special assistance to respond to this employment announcement should contact the Human Resources at 330-479-3914</p>