

**JOB OPENING NOTICE**

<b>POSITION:</b>	Service & Support Administrators
<b>DEPT.</b>	Community Services and Supports
<b>LOCATION</b>	Whipple-Dale Centre
<b>DUTIES</b>	<p><b>Job Title:</b> Service Support Administrator  <b>Reports To:</b> Service Support Administration Supervisor  <b>Summary:</b> Acts as the primary point of coordination for eligible individuals. SSA's coordinate budgets, and monitor services that are important to and for the individual.</p> <p><b>Essential Duties and Responsibilities include the following:</b></p> <ul style="list-style-type: none"> <li>• For assigned cases, the SSA coordinates services and supports that assure health and welfare within an individual's assigned budget through the ISP planning process.</li> <li>• When deemed necessary, develops Restrictive Measures in accordance with State rules and regulations as well as Board policy for assigned cases.</li> <li>• For assigned cases, provides monitoring of authorized services and review the individuals' progress against the proposed or intended outcome of the ISP. Follows up with service providers on to assure services are being provided per the ISP.</li> <li>• Assures level of care assessment, comprehensive functional assessment, and other assigned assessments are completed as applicable.</li> <li>• Completes additional assessments to determine an individual's needs/wants.</li> <li>• Determines budget for services and authorizes funding.</li> <li>• Provides access to and/or knowledge of resources available in the community.</li> <li>• Coordinates services that help facilitate community integration (including removing as many people as possible from the waiver waiting list).</li> <li>• Assist individuals to receive services in the least restrictive manner possible.</li> <li>• For assigned cases, assure individuals are connected with appropriate community resources and funding available to meet their needs (may include Home Choice, Rental Assistance Programs, etc.)</li> <li>• Assures individuals have free choice of provider as applicable for the services they qualify for</li> <li>• Assures individuals participate in the free choice of provider process by facilitating tours, interviews, reviews of potential provider credentials, etc. as the person needs/requests.</li> <li>• Completes daily TCM notes to document all services delivered. TCM notes are subject to subpoena. Billable TCM notes are billed to the individual's Medicaid.</li> </ul> <p>20%</p> <ul style="list-style-type: none"> <li>• Follows all State and Federal rules as well as Board policies.</li> <li>• Assures protocols are completed for HCBS waiver recipients.</li> <li>• 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.)</li> <li>• Assures that Medicaid eligibility is maintained for individuals on caseload.</li> <li>• Completes accurate documentation in keeping with requirements of the County Board as well as any applicable Medicaid requirements.</li> <li>• 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.</li> </ul> <p>5%</p> <ul style="list-style-type: none"> <li>• Assists the individual with due process when necessary.</li> <li>• Adheres to a flexible work schedule designed to meet individual needs.</li> <li>• Advocates for technical assistance and training to service providers.</li> </ul> <p>An integral part of the job function is ensuring that services, supports and oversight of such supports occur with the focus on the individual receiving services. Person-centered planning is the foundation for all services, supports, monitoring, supervision and coordination for the individuals served. Some positions within the SSA department are not assigned a caseload and complete specific functions as noted above (75%).</p> <p><b>Other Duties as Assigned</b> The Essential Duties and Responsibilities above represent the most</p>

	<p>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><b>Qualifications</b> To perform this job successfully, an individual must be able to perform each 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><b>Education and/or Experience:</b> 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><b>Language Skills:</b> 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><b>Mathematical Skills:</b> 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><b>Reasoning Ability:</b> 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><b>Computer Skills:</b> Computer proficiency should include Microsoft Excel, Office, and Windows.</p>
<b>EDUCATION</b>	Bachelor's Degree in related field. Experience with individuals who have developmental disabilities. Eligibility for DODD certification.
<b>MINIMUM RATE OF PAY</b>	\$43,264 starting salary
<b>HOURS</b>	8:00 am to 4:30 pm Monday thru Friday
<b>BENEFITS</b>	Public Employee Retirement System, sick time, personal days, health, dental, and life insurance, paid holidays, and tuition reimbursement.
<b>STARTING DATE</b>	ASAP
<b>APPLY TO</b>	<p>Persons currently employed by the Board must apply in writing. Other interested persons should submit an application or resume by mail or email 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;">Email: <a href="mailto:employment@starkdd.org">employment@starkdd.org</a> 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>