

PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
POSITION DESCRIPTION

Position Title: ***SERVICE AND SUPPORT ADMINISTRATION SPECIALIST 1***

Department: Service and Support Administration

Location: 445 West Broadway Street, New Lexington, OH 43764

Supervisor: Service and Support Administration Director

Normal Working Hours: Monday through Friday, 8:00AM – 4:00PM

FLSA Status/Classification : Non-exempt, Overtime Eligible

Salary Range: Range 8

Safety-sensitive: No

SUMMARY

Under the supervision of the Service and Support Administration Director and the guidance and support of the SSA Team Lead, the SSA is the primary point of service coordination who is responsible for coordinating, facilitating, and connecting people with developmental disabilities to person centered services and supports.

MINIMUM QUALIFICATIONS / EDUCATION / EXPERIENCE

- Associate's Degree (or grand-fathered into SSA certification); Eligible for Service and Support Administration certification per OAC 5123:2-5-02.
- Skilled in oral and written communication; Basic computer skills
- Valid driver's license with acceptable driving abstract to meet criteria for insurability. Driving is an essential function of the position.
- Available by telephone; Expected to work as scheduled

KNOWLEDGE / SKILLS / ABILITIES

Knowledge of:

- Agency, state, and federal statutes, rules, policies, regulations and/or procedures governing service and support administration.
- Local community resources and human services organizations

Skills in:

- Microsoft Office programs, including Word and Excel
- Good oral and written communication skills

Abilities to:

- Effectively utilize web-based applications and programs
- Generate and maintain effective records and documentation
- Meet deadlines established by policy and procedures
- Develop and maintain positive and professional effective working relationships with individuals, employers, supervisors and managers, providers, and the general public

300 Days

WORKING CONDITIONS

Notice – Working conditions may exist that are not as such as normally existing in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious material, and/or aggressive behavior.

Work Environment – 65% in office, 35% travel and out of building commitments, potential telecommuting opportunity

Work Pace – Normal working hours are 40 hours per week, typically Monday through Friday. Must be willing to work a flexible schedule to meet the needs of individuals receiving services.

Physical Demands – Position requires frequently alternating between sitting, standing, and walking.

POSITIONS SUPERVISED

None

ESSENTIAL DUTIES, RESPONSIBILITIES AND EXPECTATIONS

The SSA Specialist shall be the single point of accountability for approximately 30 people with developmental disabilities. For each of these people, the SSA Specialist shall:

- 30% Maintain case notes, email correspondence, written correspondence, Individual Service Plans (ISP), documentation of follow-up on unusual incidents, and other necessary records/reports in a timely and accurate manner consistent with agency and regulatory standards.
- 30% Complete or coordinate and ensure the completion of assessment of an person’s need for services using formal and informal methods of assessment after the initial request for services and at least annually thereafter. Ensure that the person has a designated representative to provide daily (regular) support. Assist the person/team to identify and clarify concerns and priorities which may lead to desired outcomes. Coordinate, develop, and revise the Individual's Service Plan (ISP) with the active participation of the person receiving services and other people/providers selected by that person. Facilitate the ISP meeting, unless directed by someone else, as determined by the person receiving services.
- 10% Establish individual budgets for services utilizing cost-effective and desirable options and based on the details within the ISP. Monitor the use of resources.
- 10% Assist the person receiving services in choosing providers and working with those providers to resolve concerns involving direct support staff. Ensure services are effectively coordinated and implemented by appropriate providers. Through communication with the person receiving services and providers across all settings and systems, the SSA shall review documentation, conduct home visits, assist with the MEORC QA process, and monitor the implementation of the person's ISP for desired outcomes to ensure the health, safety and welfare of the person and to consistently implement the services reflected in the ISP.

- 10% Perform other duties as assigned.
- 5% Transport or arrange for transportation of the person as necessary to access community resources.
- 5% Assist with crisis intervention/emergency services as needed.

DECLARATION

As a Perry County Board of DD employee, the job incumbent shall comply with all PCBDD policies at all times, and shall demonstrate respect for, support dignity of, and observe the rights of all individuals served by the agency.

I have read these position description qualifications/requirements for this position and to the best of my knowledge, I believe I can perform these duties.

Signature

Date