



# PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

[www.perrydd.org](http://www.perrydd.org)

David C. Couch, Superintendent

## JOB POSTING

*Internal and External Posting*

Administrative Office  
499 N. State St.  
New Lexington, OH  
43764  
(P) 740-342-3542  
(F) 740-342-1081

PerCo, Inc.  
2235 St. Rt. 13 NE  
New Lexington, OH  
43764  
(P) 740-342-5156  
(F) 740-342-3255

Service Coordination  
445 W. Broadway St.  
Suite C  
New Lexington, OH  
43764  
(P) 740-342-0416  
(F) 740-342-5568

Help Me Grow  
128 S. Main St.  
New Lexington, OH  
43764  
(P) 740-342-7722  
(F) 740-342-0418

Activity Center  
5720 St. Rt. 345 NE  
New Lexington, OH  
43764  
(P) 740-342-3905  
(F) 740-342-3905

### POSITION:

#### SERVICE AND SUPPORT ADMINISTRATOR SPECIALIST 1

The SSA Specialist 1 is primarily responsible for coordinating services for people with developmental disabilities to identify a desirable future through a person centered planning process.

### SUPERVISOR:

#### SERVICE AND SUPPORT ADMINISTRATION DIRECTOR

### REQUIREMENTS/QUALIFICATIONS:

- Minimum of Associate's Degree, Bachelor's preferred
- Eligibility for Ohio Department of Developmental Disabilities (DODD SSA Certification)
- Must have good oral and written communication skills
- Have a valid driver's license and good driving record
- Handle sensitive information and maintain and follow policies regarding confidentiality
- Reference official Position Description for other details

### SALARY:

- Position is classified, civil service, non-exempt, overtime eligible
- Salary is Range 8 and begins at \$14.41/hour
- Experience and education considered for range placement

### LOCATION:

Service and Support Administration Office

445 West Broadway Street, Suite C

New Lexington, OH 43764

Must be able to travel throughout Perry County

### SCHEDULE:

- Full-time, 40 hour work-week; May be required to flex schedule
- Routinely 8:00am – 4:00pm, Monday through Friday

**APPLICATION PROCESS:** Visit [www.perrydd.org](http://www.perrydd.org) or call 740-342-3542 to access the *Employment Application* form. Forward applications/resumes to Jessica Stroup, Human Resources Manager: 499 North State Street, New Lexington, OH 43764. Information can also be emailed: [j.stroup@perrydd.org](mailto:j.stroup@perrydd.org) or faxed: 740-342-1081.

***Interviews will be scheduled only for those candidates who best meet the above requirements.***

**POSTING EFFECTIVE DATE:** September 13, 2017

**POSTING REMOVAL DATE:** September 22, 2017