



# PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

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

David C. Couch, Superintendent

JOB POSTING  
Internal and External Posting

**POSITION:**

HELP ME GROW HOME VISITOR, PART-TIME POSITION

**SUPERVISOR:**

CHILDREN'S PROGRAM DIRECTOR

**REQUIREMENTS/QUALIFICATIONS:**

- Associate's Degree in Human Services or fields related to working with prenatal women, infants, toddlers, and families.
- Eligible to acquire necessary Ohio Help Me Grow Home Visitor Credential
- 6-12 months experience working with infants, babies, toddlers and their families
- Valid driver's license with acceptable driving abstract to meet criteria for insurability. Driving is an essential function of the position.

**KNOWLEDGE/SKILLS/ABILITIES:**

- Knowledge of principles and methods of early childhood development, psychological and behavioral resources, parent education, coaching, and family systems and supports
- Agency, state, and federal statutes, rules policies, regulations and/or procedures governing behavior support
- Local community resources and human services organizations, especially those serving people living in poverty
- Skills in Microsoft Office products, computer literacy, and data entry
- Excellent verbal and written communication skills for effective interaction with internal and external customers
- Skills in human relations and establishing positive rapport with service providers and staff
- Ability to effectively and efficiently define problems, collect data, establish fact and draw valid conclusions and meet deadlines established by policy and procedures
- Maintain confidentiality of records, information, and program matters

**STATUS/SALARY:**

- Position is classified civil service; Range 8 begins at \$13.99/hour, Experience and education considered for range placement

**LOCATION:**

- Children's Program: 128 South Main Street, New Lexington, OH

**SCHEDULE:**

- Flexible working hours, scheduling is based on program needs, hours shall not exceed 30 hours/week

**APPLICATION PROCESS:** Call 740-342-3542 or email [j.stroup@perrydd.org](mailto:j.stroup@perrydd.org) to request the PCBDD *Employment Application* form. Forward applications and/or resumes to Human Resources Director, Jessica Stroup via mail: 5720 State Route 345 NE, New Lexington (*please note change of location*); email [j.stroup@perrydd.org](mailto:j.stroup@perrydd.org); or fax: 740-342-1081.

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

**POSTING EFFECTIVE DATE:** Friday, November 16, 2018

**POSTING REMOVAL DATE:** Friday, November 30, 2018

Administration  
Office  
5720 State Route  
345 NE  
New Lexington, OH  
43764  
(P) 740-342-3542  
(F) 740-342-1081

Service & Support  
Administration  
445 West Broadway  
Street Suite C  
New Lexington, OH  
43764  
(P) 740-342-0416  
(F) 740-342-5568

Children's Program  
128 South Main  
Street  
New Lexington, OH  
43764  
(P) 740-342-7722  
(F) 740-342-0418