



PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

www.perrydd.org

David C. Couch, Superintendent

JOB POSTING – *Internal and External Posting*

POSITION:

SERVICE AND SUPPORT ADMINISTRATOR SPECIALIST – ***SEEKING 2 POSITIONS***

The SSA Specialist serves as the primary point of service coordination that is responsible for facilitating and connecting people with developmental disabilities to person centered services and supports.

SUPERVISOR:

SERVICE AND SUPPORT ADMINISTRATION DIRECTOR

REQUIREMENTS/QUALIFICATIONS:

- Bachelor’s Degree in Education, Psychology, Social Work, or related field (or grand-fathered into SSA certification); Eligible for Service and Support Administration certification per OAC rule
- Strong organizational and time management skills
- Excellent interviewing and documentation skills
- Valid driver’s license with acceptable driving abstract to meet criteria for insurability. Driving is an essential function of the position
- Experience with meeting facilitation is a plus
- Maintain confidentiality and handle sensitive information

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 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 or faxed: 740-342-1081.

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

POSTING EFFECTIVE DATE: August 3, 2018

POSTING REMOVAL DATE: August 17, 2018

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

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

Children’s Programs
128 S. Main St.
New Lexington, OH
43764
(P) 740-342-7722
(F) 740-342-0418