



PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

www.perrydd.org

David C. Couch, Superintendent

JOB POSTING

Internal and External Posting

POSITION:

BEHAVIORAL SUPPORTS SPECIALIST

SUPERVISOR:

COMMUNITY SUPPORTS DIRECTOR

REQUIREMENTS/QUALIFICATIONS:

- Bachelor's degree in Psychology, Education, Social Work or related field
- Preferred direct experience using behavioral support techniques; developing, implementing strategies or plans with children, adults, and their families; or implementing risk reduction strategies or plans
- Experience working with Medicaid related systems
- Current and valid Ohio driver's license with own transportation and acceptable driver's abstract in order to meet criteria for insurability

KNOWLEDGE/SKILLS/ABILITIES:

- Knowledge of systems and resources for children, adults, and their families
- Knowledge of agency, state, and federal statutes governing behavioral supports
- Skills in Microsoft Office products including Word, Power Point, and Excel
- Skills in excellent verbal and written communication
- Skills in human relations and establishing positive rapport with service providers and staff
- Skills accessing various data information systems
- Ability to define problems, collect data, complete assessments, and maintain effective records and documentation
- Ability to maintain confidentiality

SALARY:

- Position is classified, civil service, non-exempt, overtime eligible
- Salary Range 9 starting at \$ 15.57/hour
- Experience and education considered for range placement

LOCATION:

5720 State Route 345 NE, New Lexington, OH

SCHEDULE:

Flexible working hours; but not routinely work more than 40 hours per week. Schedule may include work after normal business hours. Regular, predictable attendance is an essential function of the position.

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 Director: 5720 State Route 345 NE, 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: Friday, November 1, 2019 **POSTING REMOVAL DATE:** Friday, November 15, 2019

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