



PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

www.perrydd.org

David C. Couch, Superintendent

JOB POSTING

Internal and External Posting

POSITION:

EMPLOYMENT NAVIGATOR

SUPERVISOR:

CHILDREN'S PROGRAM DIRECTOR

REQUIREMENTS/QUALIFICATIONS:

- Acquire and maintain Ohio Department of Developmental Disabilities (DODD) SSA certification
- Bachelor's Degree in related field
- Valid driver's license with own transportation and acceptable driving abstract to meet criteria for insurability
- Candidate should have experience working with people with disabilities and positive community relations experience
- Ability to obtain substitute teaching certifications through Athens/Meigs Educational Service Center (AMESC) and Muskingum Valley Educational Service Center (MVESC)
- Positive experience leading teams
- Proficient computer skills and effectiveness in a mobile working environment

KNOWLEDGE/SKILLS/ABILITIES:

- Employment rules, statutes, and policies
- Excellent communication for effective interaction with customers
- Human relations and establishing positive rapport with people
- Maintain confidentiality of records, information, and program matters
- Develop working/collaborative relationships with employment systems and resources
- Direct PCBDD Summer Camp Program

SALARY:

- Position is classified, civil service, non-exempt, overtime eligible
- Salary is Range 10 and begins at \$16.25/hour
- Experience and education considered for range placement

LOCATION:

Children's Program, 128 South Main Street, New Lexington, Ohio

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: Monday, November 4, 2019 POSTING REMOVAL DATE: Friday, November 15, 2019

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

Service & Support
Administration
445 West Broadway
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43764
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(F) 740-342-5568

Children's Program
128 South Main
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(P) 740-342-7722
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