



PERRY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

www.perrydd.org

David C. Couch, Superintendent

JOB POSTING

Internal and External Posting

POSITION:

SERVICE AND SUPPORT ADMINISTRATOR – SEEKING 2 POSITIONS

SSAs serve as the primary point of coordination responsible for supporting people with developmental disabilities in a community oriented and mobile friendly environment. SSAs determine, achieve, and maintain a person-centered focus on person-centered outcomes while connecting and facilitating person-centered supports across multiple systems and resources.

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
- Effectively and efficiently define problems and facilitate resolutions by natural supports community supports, and other available resources
- Knowledge of person-centered philosophy and principles
- Excellent verbal and written communication skills; ability to negotiate and manage conflict is a must
- Assist in transitioning a traditional office environment to a mobile work environment; previous positive experience working remotely a plus
- Maintain confidentiality and handle sensitive information
- Valid driver’s license with acceptable driving abstract to meet criteria for insurability. Driving is an essential function of the position

SALARY:

- Position is classified, civil service, non-exempt, overtime eligible
- Salary Range 8 starting at \$14.83/hour
- Experience and education considered for range placement

LOCATION:

Service and Support Administration Department
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 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: February 12, 2019

POSTING REMOVAL DATE: March 1, 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