

601 Senior Drive
New Lexington, Ohio 43764
Phone: 740-342-3542



INTERNAL AND EXTERNAL JOB POSTING

POSITION:

EMPLOYMENT NAVIGATOR

This position services as the employment lead for the Perry County Board of Developmental Disabilities (PCBDD) to support eligible transitioning youth and adults. The EN plans and monitors employment support to job-seekers and also works closely with schools and community employment leaders to help youth and adults transition into meaningful work experience. The EN works directly with youth by facilitating and overseeing the PCBDD youth summer camp program.

SUPERVISOR:

Youth Supports Supervisor

REQUIREMENTS/QUALIFICATIONS:

- Bachelor's Degree in related field; eligible for SSA certification per OAC rule
- Ability to obtain substitute teaching certifications through Athens/Meigs Educational Service Center (AMESC) and Muskingum Valley Educational Service Center (MVESC)
- Excellent verbal and written communication skills
- Candidate should have experience working with people with disabilities, positive community relations experience, knowledge and practice of person-centered philosophy and principles
- Positive experience leading teams
- Proficient computer skills and effectiveness in a mobile working environment
- Ability to work remotely is a must
- Have a 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
- Starting salary range begins at \$ 16.25/hour; experience and education impact range placement

PRIMARY LOCATION:

PCBDD Sarah A. Winters Building, 601 Senior Drive, New Lexington, OH 43764

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 740-684-1847 to access the *Employment Application* form. Forward applications/resumes to Jessica Stroup, Administrative Supports Director via email j.stroup@perrydd.org or fax 740-342-1081.

INTERVIEWS ARE SCHEDULED FOR CANDIDATES WHO BEST MEET THE POSITION REQUIREMENTS.

POSTING EFFECTIVE DATE: September 10, 2021

POSTING REMOVAL DATE: September 24, 2021