

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



## INTERNAL AND EXTERNAL JOB POSTING

### POSITION:

#### **SERVICE AND SUPPORT ADMINISTRATOR**

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:

SSA Supervisor

### REQUIREMENTS/QUALIFICATIONS:

- Bachelor's Degree in related field; eligible for SSA certification per OAC rule
- Excellent verbal and written communication skills; ability to negotiate and manage conflict is a must
- Strong organizational and time management skills; excellent interviewing and documentation skills
- Strong problem-solving skills with the ability to facilitate resolutions by natural supports, community supports, and other available resources
- Knowledge and practice of person-centered philosophy and principles
- Ability to work remotely is a must
- Maintain confidential and sensitive information
- 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](http://www.PerryDD.org) or call 740-342-3542 to access the *Employment Application* form. Forward applications/resumes to Jessica Stroup, Administrative Supports Director via email [j.stroup@perrydd.org](mailto:j.stroup@perrydd.org) or fax 740-342-1081.

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

**POSTING EFFECTIVE DATE: February 19, 2021**

**POSTING REMOVAL DATE: March 5, 2021**