

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 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: May 4, 2021

POSTING REMOVAL DATE: May 14, 2021