

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 740-684-1847 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: November 23, 2021**

**POSTING REMOVAL DATE: December 8, 2021**