

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



INTERNAL AND EXTERNAL POSTING

COMMUNITY SUPPORTS SPECIALIST

The Community Supports Specialist is primarily responsible for coordinating the PCBDD Respite and ALA Programs. Respite coordination involves directing a team of people to focus on enhancing the skills and development of children with intense and difficult needs so they can live in the least restrictive and most supportive culture and environment. ALA coordination involves frontline work sessions, documentation, processes, training, scheduling, and analyzing data.

SUPERVISOR	Community Supports Director
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's degree in Psychology, Education, Social Work or related field • Acquire and maintain Ohio Department of Developmental Disabilities (DODD) Service and Support Administration (SSA) certification • Minimum of three years' experience working with developmentally disabled children and families • Minimum of one year experience public speaking, presenting, and training others • Demonstrated positive community relations experience • Strong computer and technology experience, including use of Microsoft Office 365, web-based applications, and various technology systems. • Valid driver's license with acceptable driving abstract to meet criteria for insurability. Driving is an essential function of the position • Acquire and maintain substitute teaching certifications through Athens/Meigs Educational Service Center (AMESC) and Muskingum Valley Educational Service Center (MVESC) • Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.
SALARY	<ul style="list-style-type: none"> • Position is classified, civil service, non-exempt, overtime eligible • Starting salary range begins at \$ 17.24/hour; experience and education impact range placement
PRIMARY LOCATION	PCBDD Sarah A. Winters Building, 601 Senior Drive, New Lexington, OH 43764
SCHEDULE	<ul style="list-style-type: none"> • Full-time, 40 hour work-week; May be required to flex schedule • Routinely 8:00am – 4:00pm, Monday through Friday
APPLICATION PROCESS	Forward applications/resumes to Administrative Supports Director Jessica Stroup via email at j.stroup@perrydd.org . Access the PCBDD Employment Application online at www.PerryDD.org or by calling 740-684-1847.

INTERVIEWS ARE SCHEDULED FOR CANDIDATES WHO BEST MEET POSITION REQUIREMENTS.

POSTING EFFECTIVE DATE: March 15, 2022	POSTING REMOVAL DATE: March 25, 2022
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