

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



## INTERNAL AND EXTERNAL POSTING

### SERVICE AND SUPPORTS ADMINISTRATOR

Under the general guidance of the SSA Director and SSA Supervisor, the SSA serves as the primary point of coordination responsible for supporting people with developmental disabilities in a community oriented and mobile friendly environment. SSAs are primarily responsible for determining, achieving, and maintaining a person-centered focus on person-centered outcomes while connecting and facilitating person-centered supports across multiple systems and resources.

<b>SUPERVISOR</b>	Service and Support Administration Director
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree in Education, Psychology, Social Work, or related field and/or Eligible for Service and Support Administration Supervisor certification (or grand-fathered) per Ohio Administrative Code (OAC) rule</li> <li>• Strong organizational and time management skills with the ability to productively complete work remotely, previous positive experience working remotely is a plus</li> <li>• Preferred minimum of one year of experience coordinating, evaluating, developing, or implementing community services, habilitation programs, or activities for people with disabilities</li> <li>• Excellent interviewing and documentation skills</li> <li>• Strong computer and technology experience including the use of Microsoft Office 365, web-based applications, and various technology systems; experience troubleshooting basic technology-related issues</li> <li>• Valid driver's license with acceptable driving abstract to meet criteria for insurability, driving in an essential function of the position</li> <li>• Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information</li> </ul>
<b>SALARY</b>	<ul style="list-style-type: none"> <li>• Position is classified, civil service, non-exempt, overtime eligible</li> <li>• Starting salary range begins at \$ 17.24/hour; experience and education impact range placement</li> </ul>
<b>PRIMARY LOCATION</b>	PCBDD Sarah A. Winters Building, 601 Senior Drive, New Lexington, OH 43764
<b>SCHEDULE</b>	<ul style="list-style-type: none"> <li>• Full-time, 40 hour work-week; May be required to flex schedule</li> <li>• Routinely 8:00am – 4:00pm, Monday through Friday</li> </ul>
<b>APPLICATION PROCESS</b>	Forward applications/resumes to Administrative Supports Director Jessica Stroup via email at <a href="mailto:j.stroup@perrydd.org">j.stroup@perrydd.org</a> . Access the PCBDD Employment Application online at <a href="http://www.PerryDD.org">www.PerryDD.org</a> or by calling 740-684-1847.

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

**POSTING EFFECTIVE DATE: March 28, 2022**

**POSTING REMOVAL DATE: April 15, 2022**