

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



INTERNAL AND EXTERNAL POSTING

INTERVIEWS ARE SCHEDULED FOR CANDIDATES WHO BEST MEET POSITION REQUIREMENTS.

POSTING EFFECTIVE DATE: May 14, 2022

POSTING REMOVAL DATE: Until vacancies are filled

SERVICE AND SUPPORT ADMINISTRATOR

The Service and Support Administration (SSA) is an operational position within the Perry County Board of Developmental Disabilities (PCBDD), meaning its primary role is to carry out daily responsibilities to create the highest level of efficiency possible to meet the expectations and needs of customers.

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.

SUPERVISOR

SSA Supervisor and SSA Director

QUALIFICATIONS

- 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
- Strong organizational and time management skills with the ability to productively complete work remotely, previous positive experience working remotely is a plus
- Preferred minimum of one year of experience coordinating, evaluating, developing, or implementing community services, habilitation programs, or activities for people with disabilities
- Excellent interviewing and documentation skills
- 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
- Valid driver's license with acceptable driving abstract to meet criteria for insurability, driving in an essential function of the position
- Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information

SALARY & STATUS

- Position is classified civil service, non-exempt, overtime eligible
- Salary range begins at \$17.24/hour; placement within range is determined by education and experience

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

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.