

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 12, 2023

POSTING REMOVAL DATE: when vacancies are filled

SERVICE AND SUPPORT ADMINISTRATOR (SSA)

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
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's degree in education, psychology, social work, or related field and/or eligible for SSA Supervisor certification (or grand-fathered) per Ohio Administrative Code (OAC) rule; associate degree with experience may be considered at the discretion of the Superintendent • 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	<ul style="list-style-type: none"> • Position is classified civil service, non-exempt, overtime eligible • Salary range begins at \$18.04/hour • Experience and education considered for 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 . Employment Application is available at www.PerryDD.org .