

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:**  
**November 1, 2024**

**POSTING REMOVAL DATE:**  
**November 15, 2024**

**EMPLOYMENT NAVIGATOR**

The Employment Navigator (EN) serves as the PCBDD employment lead for to support eligible transition-age youth and adults. The EN plans and monitors employment support to job-seekers to assist them in access to training and employment opportunities. The EN works closely with schools and community employment leaders to help youth and adults transition into meaningful work experience.

<b>SUPERVISOR</b>	Children’s Program Director
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Bachelor’s Degree in related field.</li> <li>• Acquire and maintain Ohio Department of Developmental Disabilities (DODD) SSA certification.</li> <li>• Candidate should have experience working with people with disabilities and positive community relations experience.</li> <li>• Ability to obtain substitute teaching certification though Ohio Department of Education.</li> <li>• Proficient computer skills and effectiveness in a mobile working environment</li> <li>• Valid driver’s license with acceptable driving abstract to meet criteria for insurability, driving is 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 &amp; STATUS</b>	<ul style="list-style-type: none"> <li>• Position is classified civil service, non-exempt, overtime eligible.</li> <li>• Range 10 begins at \$18.40 per hour.</li> <li>• Education and experience considered for range placement.</li> </ul>
<b>PRIMARY LOCATION</b>	<ul style="list-style-type: none"> <li>• PCBDD Sarah A. Winters Building, 601 Senior Drive, New Lexington, OH 43764</li> </ul>
<b>SCHEDULE</b>	<ul style="list-style-type: none"> <li>• Hours vary, program needs determine schedule, generally work 8 hours per day, Monday – Friday.</li> <li>• May be required to flex schedule, but not routinely work more than 40 hours per week.</li> </ul>
<b>WORKPLACE CULTURE</b>	<ul style="list-style-type: none"> <li>• Flexible and family-friendly work environment.</li> <li>• Progressive organization focused on innovation, leadership, and culture.</li> <li>• High levels of employee engagement.</li> </ul>
<b>APPLICATION PROCESS</b>	<p>Forward applications/resumes to:</p> <ul style="list-style-type: none"> <li>– Jessica Stroup, Administrative Supports Director</li> <li>– Email: <a href="mailto:j.stroup@perrydd.org">j.stroup@perrydd.org</a>, Phone 740-684-1847</li> <li>– Employment Application is available at <a href="http://www.PerryDD.org">www.PerryDD.org</a>.</li> </ul>