HCBDD
Hocking County Board of Developmental Disabilities

HOCKING COUNTY BOARD OF
AND DEVELOPMENTAL DISABILITIES

The Hocking County Board of Developmental Disabilities is a local government agency located in Logan, Ohio, in the **"Heart of the Hocking Hills**." We are committed to providing comprehensive life-spanning services for individuals with developmental disabilities. It is our vision that the individuals and families we serve are thriving, living their best life in our community.

Mission Statement – "Promoting Possibilities and Potential"

Our work environment includes:

- Modern office setting
- Casual work attire
- Relaxed atmosphere
- On-the-job training
- Flexible working hours
- Annual raises
- Medical, dental, vision, and life insurance

We currently have an opening for a full-time **Service and Support Administrator**. If you consider yourself a life-long learner and the kind of person who loves to help others, this may be the right fit for you. If coming up with solutions to challenging situations is something you find worthwhile, then consider applying for the SSA position. If you want to help people overcome barriers and achieve their goals, apply to be an SSA.

The SSA provides service and support coordination and targeted case management to eligible individuals enrolled with the County Board of DD Services. The SSA is responsible for coordinating person-centered services to meet the unique needs of the individuals. The SSA collaborates with a team of other staff, state departments, providers, guardians, community partners, and families to ensure needs are being met. The SSA develops and trains providers on the Individual Support Plan (ISP) and how to help people with DD live, work and play in their community.

Candidates must have a bachelor's degree in related field, successfully complete a criminal records check (BCI/FBI) and registry and database checks as required by the Ohio Department of Developmental Disabilities. Must possess a valid State of Ohio Driver's license insurable under HCBDD's fleet insurance and be able to pass a drug test.

Starting $20.34/hour and commensurate with related experience.

If you are interested in this rewarding position, please apply to hockingdd.org

This position is open until filled.

The HCBDD does not discriminate in the provision of services or employment because of disability, race, color, creed, national origin, sex, or age.

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POSITION DESCRIPTION

SERVICE AND SUPPORT ADMINISTRATOR (SSA)

REGULAR HOURS OF WORK: 40 HOURS A WEEK; FLEXIBLE SCHEDULE (SUNDAY TO SATURDAY) ON CALL 24 HOURS A DAY AS ASSIGNED BASED ON NEEDS OF EMPLOYER AND INDIVIDUALS SERVED

IMMEDIATE SUPERVISOR: DIRECTOR OF SERVICE AND SUPPORT ADMINISTRATION

DEPARTMENT: SERVICE AND SUPPORT ADMINISTRATION

SPECIFICATIONS:

The SSA provides service and support coordination and targeted case management to eligible individuals who are enrolled with the County Board of DD Services. The SSA is responsible for coordinating services to meet the unique needs of the individuals. The SSA works collaboratively with all state departments, other staff at the Hocking County Board of DD, providers, guardians, community entities, and families to insure services for the individuals are being accessed and delivered. The SSA develops and trains providers on the Individual Support Plan (ISP) and updates it at least annually in accordance with DODD rules.

DUTIES:

85%: Coordinate services for a caseload of individuals who are eligible for services offered by the Hocking County Board of DD in accordance with DODD. These services include:

- Act as the primary point of contact
- Assess strengths and needs of each individual in order to achieve desired goals and outcomes
- Facilitate the development of each individual's ISP to incorporate person-centered philosophy, skills and planning, updated at least annually to reflect necessary changes
- Coordinate and attend all meetings pertaining to the services specified on the ISP
- Train providers on the ISP and monitor progress, health and safety
- Establish individual budgets for services based on available resources
- Assist individuals in provider selection
- Follow up on unusual incidents and major unusual incidents as reported to the county board
- Consult with other professionals and agencies to make referrals at the request of the individual, guardian, and parent or in the best interest of the individual
- Maintain timely, accurate and up-to-date case notes in targeted case management
- Complete necessary reports, assessments and correspondence as it relates to Medicaid funded services
- Attend regular and frequent individual supervision with supervisor

10%: Attend and participate in required trainings for DODD and HCBDD, SSA staff meetings, continuing education events/conferences, and professional growth activities

5%: Perform other duties as directed by the supervisor and/or designee. Depending on caseload assignment, this may include PASARR, data entry into the Cost Projection Tool/Medicaid Services System and/or on-call duties for reports of MUI/UIs.

QUALIFICATIONS:

- Bachelor's Degree in a related field
- Credentialed as a Service and Support Administrator from DODD or eligible to become certified
- Valid Ohio Driver's License insurable under the agencies fleet insurance
- Effective communication skills, both written and oral, with co-workers, colleagues, individuals and families
- Ability to read, comprehend, interpret and implement the rules that govern the position codified in Ohio Revised or Administrative Code.
- Ability to act in a professional manner in family homes, work-related meetings and in public
- Ability to prepare and maintain accurate and up-to-date documentation
- Ability to adhere to Ohio's Mandated Reporting requirements in accordance with ORC
- Ability to participate in public awareness campaigns and materials
- Excellent computer literacy and data entry skills
- Must have the ability to properly lift, carry, and move individuals~~,~~
- Ability to adhere to policies and procedures and rules set forth from the HCBDD and DODD
- Certified in First Aid and CPR

FLSA: Non-Exempt

PROBATIONARY PERIOD: 365 Days

STATUS:

NOTE: Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious materials, and/or aggressive behaviors. The HCBDD does not discriminate in the provision of services or employment because of disability, race, color, creed, national origin, sex, or age.

ESSENTIAL FUNCTIONS
For Purposes of 42 USC 12101 and OAC 4112-5-08:
SERVICE AND SUPPORT ADMINISTRATOR

1. Prepares and maintains accurate and up-to-date case notes, records, files, correspondence, reports and other necessary documentation.

2. Provides service and support coordination to individuals eligible to receive HCBDD services.

3. Assists, consults and trains staff, family and others with regard to the ISP.

4. Attends and participates in conferences, meetings, committees, workshops and seminars pertinent to the job.

5. Clearly communicates with individuals, parents, families and staff both verbally and in writing.

6. Interprets and complies with applicable laws, regulations, policies and professional ethical standards.

7. Acts as an advocate for individuals and families while coordinating plan development.

8. Maintains appropriate DODD, CPR and First Aid certification, a valid Ohio driver's license and acceptable driving record.

9. Travels to additional sites, as necessary, and works hours outside of regularly scheduled hours.

10. Demonstrates regular and predictable attendance.

11. Maintains and follows policies on confidentiality.

12. Shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules or Orders, through the utilization of protective equipment and decontamination techniques and the Individual Bill of Rights.

14. Acts in the best interest of the Hocking County Board of Developmental Disabilities.

Revised: October 8, 2015; January 7, 2020

_____ ___/___/___

Superintendent Date

Employee:

I have read and understand the job description.

_____ ___/___/___

Signature Date