

KNOX COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POSITION: SERVICE AND SUPPORT ADMINISTRATOR

RESPONSIBILITIES:

- Coordinate supports for adult individuals with developmental disabilities and families (involves partnerships between individuals/families, providers, and the community).
- Assist individuals with developing written plans to meet their needs.
- Assist individuals with using free choice of "provider" process.
- Support the health, safety, and services identified in individuals' service plan through various quality assurance processes.
- Serve as a resource for accessing the community and desired supports.
- Coordinate crisis intervention and be available to consult after hours periodically (per on call schedule approximately once every 7 weeks- additional financial stipend for this time).
- Help lead support teams to aide in individual's overall success and movement toward his/her desired outcomes.
- Maintain records and reports in a timely and accurate manner.
- Occasionally may choose to transport individuals served as a last resort.
- Work and coordinate services within a team environment.
- Manage workload independently and effectively working in hybrid (in-person/virtual, in office/out of office) settings.

QUALIFICATIONS:

- Bachelor's degree
- Appropriate certification through Ohio Department of Developmental Disabilities (upon employment).
- Must have the ability to learn to develop and track financial budgets.
- Have good communication skills to negotiate with support stakeholders and advocate for individual rights, responsibilities, health and safety.
- Must have computer knowledge and willing to learn new programs and applications.
- Experience in the field of Developmental Disabilities or related field preferred.
- Possess valid Ohio Driver's License and be insurable.
- Submit to:
 - > Background check (BCI/FBI)
 - > Pre-employment drug screening
 - > Exclusion List
 - > Offender Search
 - > Abuser and Nurse Registry check

DATE AVAILABLE: Immediately

WORK SCHEDULE: Flexible as needed, normally 8:00 A.M. to 4:00 P.M.
Available to consult periodically after hours per on-call schedule/rotation (financial stipend for on-call services).

SALARY: Starting salary \$42,873 commensurate with experience

DEADLINE: Friday, December 15, 2023

Please send letter of interest and resume to Jill Lahna, Human Resource Director, Knox County Board of Developmental Disabilities, 11700 Upper Gilchrist Road, Mount Vernon, OH Or email jlahna@knoxdd.com
An EEO Employer.