



ASHTABULA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Board Office
2505 South Ridge Road East
Ashtabula, Ohio 44004-4493
Phone: (440) 224-2155
Fax: (440) 224-0678
Anne M. Zeitler, Superintendent

**Adult Services/
Ash/Craft Industries**
5959 Green Road
Ashtabula, Ohio 44004
Phone: (440) 224-2177
Fax: (440) 224-2375

**Community Support Services
Service and Support
Administration**
500 West Main Street
Geneva, Ohio 44041
Phone: (440) 466-7110
Fax: (440) 466-7047

Happy Hearts School
2505 South Ridge Road East
Ashtabula, Ohio 44004-4493
Phone: (440) 224-2157
Fax: (440) 224-3696

**Help Me Grow
Early Intervention**
2505 South Ridge Road East
Ashtabula, Ohio 44004-4493
Phone: (440) 224-2157
Fax: (440) 224-3696

Investigative Support Services
2505 South Ridge Road East
Ashtabula, Ohio 44004-4493
Phone: (440) 224-2155
Fax: (440) 224-0678

Transportation
5959 Green Road
Ashtabula, Ohio 44004
Phone: (440) 224-2177
Fax: (440) 224-3175

DATE POSTED:

December 18, 2018

**ANTICIPATED
START DATE:**

February 4, 2019

NOTICE OF POSITION OPENING

POSITION:

**SERVICE SUPPORT ADMINISTRATOR-
ASSOCIATE DEGREE**

LOCATION/PROGRAM:

Ashtabula County Board of DD
Community Support Services
Geneva, Ohio

**DUTIES &
RESPONSIBILITIES:**

SSA will function as the primary point of coordination for eligible individuals.

**MINIMUM
QUALIFICATIONS:**

Associate's degree from an accredited college or university. Obtain a SSA Certification as required by the Ohio Department of DD. Valid driver's license with good driving record and reliable transportation. All applicants recommended for hire must complete a medical evaluation and a drug screen prior to employment.

**REQUIREMENT FOR
SAFETY SENSITIVE
POSITION:**

Criminal background check

SALARY:

Commensurate with education and experience.

**APPLICATION
PROCEDURE:**

Obtain an application online at www.ashtabuladd.org and return to the Board Office at:

Ashtabula County Board of DD
2505 South Ridge Road East
Ashtabula, Ohio 44004

**APPLICATION
DEADLINE:**

January 10, 2019 or until filled

ASHTABULA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Service and Support Administrator – Associate Degree
Job Description Review

Thank you for applying for the position of Service and Support Administrator – Associate Degree.

Please take the time to thoroughly review the job description. Upon completion of your review, in writing, a summary of your areas of strength as well as any areas/skills needed to be acquired or enhanced as they pertain to the job description/requirements. Please return your completed summary to the Board Office.

Selected candidates will be contacted to schedule an interview.

Printed Name: _____

Signature: _____

Date: _____

TITLE OF POSITION	Service Support Administrator – Associate Degree
UNIT OR OFFICE	Service and Support Administration
COUNTY OF EMPLOYMENT	ASHTABULA
TITLE OF IMMEDIATE SUPERVISOR	Director of Community Support Services
NORMAL WORKING HOURS	8:30 A.M. – 3:30 P.M. Monday – Friday Hours may vary based on consumer needs
PURPOSE OF POSITION	SSA to function as the primary point of coordination for eligible individuals.

JOB DESCRIPTION

The Service and Support Administrator (SSA) in accordance with rule 5126.15 ORC shall:

PRIMARY POINT OF COORDINATION:

- Determine the individual's eligibility for county board services as assigned.
- Coordinate assessment of the individual initially and at least annually thereafter.
- Utilize person-centered planning, develop, review and revise the Individual Service Plan (ISP) at least annually.
- Establish recommendation for and obtain approval of the budget for services based on assessed needs.
- Through objective facilitation, assist individuals in choosing providers.
- Secure commitments from providers to support the individual in achievement of desired outcomes.
- Ensure ISP provider training.
- Ensure availability of natural supports as indicated in the individual's ISP.
- Facilitate effective communication and coordination among the individual and members of the team.
- Provide ongoing ISP coordination.
- Explain and thoroughly understand Medicaid services.
- Provide a continuous review process to monitor ISP services based on individual needs.
- Retain responsibility for all decision-making regarding service and support administration functions and the communication of any such decisions to the individual.

PREVENTION PLANS:

- Coordinate the development and ensure implementation of preventive measures (prevention plan) to address causes and contributing factors to any incident (UI/MUI) and to prevent reoccurrence.

EMERGENCY RESPONSE SYSTEM:

- Participate in the emergency on-call response system as assigned.
- Respond accordingly to identify problem and alleviate the emergency.
- Notify Investigative Agent in accordance with board procedures.
- Accurately document in accordance with board procedures.

UI/MUI REPORTING:

- Comply with guidelines established by the Ohio Department of Developmental Disabilities (DODD) and the Ashtabula County Board of DD (ACBDD) policies and procedures regarding reporting of alleged abuse and/or neglect and other incidents as outlined in 5123:1-17-02: Addressing major unusual incidents and unusual incidents to ensure health, welfare and continuous quality improvement.

RECORDS:

- Maintain accurate paper and/or electronic records of individual receiving SSA services.
- Comply with all confidentiality requirements.
- Maintains clear communication within the program (e.g. periodically throughout the day checking and responding to emails, voicemails, fax and written communication, etc.)

*This position description is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class, and should not be interpreted to describe all the duties which may be required of employees holding a position assigned to this class. Will be exposed to and work with behaviorally, mentally, and developmentally disabled children and adults. Will be aware of potential for exposure to infectious disease and be expected to promote appropriate preventative approaches maintain appropriate protocols.

MINIMUM ACCEPTABLE CHARACTERISTICS

- Associate's degree in human services, nursing, social services or related field.
- Current and valid CPR/First Aid certification.
- Three years experience serving persons with DD or casework including service plan development and implementation.
- Appropriate certification in accordance with rule 5123:2-5-02 OAC
- Must have good basic math skills and budgeting skills. Must be proactive insuring the financial viability of the individual and the County Board.
- Must be able to articulate the measurable goals within the ISP and the desirable achievable outcomes.
- Must be skilled in group facilitation and/or mediation, conflict resolution, crises intervention and working through complex problems and situations.
- Must have the ability to interact effectively in all multi disciplinary settings and must demonstrate the ability to build positive relationships with the individual, providers Parents and guardians.
- Has knowledge of behavior support, emergency intervention, trends and patterns of Unusual Incidents and Major Unusual Incidents and implementation of prevention and/or risk management plans.
- Proficient computer skills.
- Will be required to conduct all Board business in a courteous, respectful, and professional manner.
- Must be able to document all interactions and reviews in an objective professional manner.
- Must have a valid Ohio Driver's License and reliable transportation.
- The employee may be exposed to adverse weather conditions while driving. May be exposed to blood-borne pathogens, communicable diseases, and potentially infectious materials and/or aggressive behavior.

PHYSICAL CAPACITY

- Ability to sit, stand, reach, and bend
- Ability to perform non-violent physical crisis interventions
- Ability to lift 25 pounds

Signature of Employee and Date:

I have read and understand this position description and to the best of my knowledge I believe I can perform these duties.

Signature of Agency Representative and Date: