

NOTICE OF AVAILABLE POSITION

- POSITION TITLE:** Service and Support Associate Supervisor - Children/Transition
- BEGINNING SALARY RANGE:** \$50,800 - \$62,570 per year
- POSITION DESCRIPTION:** Supervises Service and Support Associates (SSA) and the services they provide to individuals served by the Board. Supervises 7-10 Service and Support Associates. Provides ongoing support and technical assistance to a variety of community/provider agencies. Assists with budget and programmatic issues for individuals served. Responsible for the provision of quality SSA services.
- DUTIES:**
1. Selects, schedules, instructs, supervises and evaluates Service & Support Associates. Makes recommendations regarding hiring, promotions, discipline, and dismissal to the SSA Director and Transition/Employment Navigation Manager. Assists with caseload coverage and the coordination of coverage during staff absences and leaves. Provides leadership and ongoing direction in the philosophy and mission of Person Centered Planning and Service and Support Administration.
 2. Supervises, coordinates and monitors SSA services to ensure that all functions of Service and Support Administration are in compliance with all local, state, and federal regulations. Ensures all Individual Plans (IPs), Employment Navigation Plans and related documents are completed timely/accurately and are in compliance with all applicable requirements, including Medicaid waiver requirements. Ensures fiscal accuracy of all Individual Plans. Maintains a proficient and thorough understanding of all Career and Employment related Medicaid Waiver Services.

3. Establishes and maintains a close working relationship with community agencies and Medicaid waiver providers. Provides ongoing support and technical assistance to providers. Advocates for changes as necessary and problem solves for all interested parties. Participates in community-based work groups and collaboration teams as requested.
4. Maintains proficient knowledge of the AAI, ODDP, CPT, LOC, and other related tools necessary for the effective implementation of the Medicaid waiver reimbursement system.
5. Assists the SSA Director, Transition/Employment Navigation Manager, the Medicaid Services Specialist and the Medicaid Quality Specialist in the monitoring/review of individual service utilization and the provision of quality SSA services.
6. Assists the SSA Director and the Transition/Employment Navigation Manager in the development of procedures related to the provision of Service and Support Administration services and administration of Medicaid waiver services. Implements policy established by the Board and participates in long and short-term planning for Service and Support Administration.
7. Maintains ongoing communication with individuals and families. Promotes good public relations and public awareness of the needs and abilities of individuals served by the ACBDD. Works cooperatively with the Transition/Employment Navigation Manager to further the Employment First initiative in Allen County.
8. Assists in the process of ongoing system for program evaluations and projections for future services.
9. Participates in training and educational opportunities both at the agency and through other sources.
10. Provides back-up assistance for 24-hour on-call services.

RESPONSIBLE TO: Transition/Employment Navigation Manager

HOURS: Full Time (40 hours per week) - Flexible

QUALIFICATIONS Bachelor's Degree in related field, Masters degree preferred.

Over three through five years of experience in the field of intellectual and developmental disabilities.

Supervisory experience and knowledge of Medicaid waiver programs and person centered planning strongly preferred.

Knowledge of personnel practices, organizational structure, supervision and business practices.

Knowledge of resources available for individuals served and their families; advocacy practices and local, State and Federal rules and regulations.

Ability to assist in the development of short and long-term planning tools; ability to work within budgetary limitations and assist in the development and implementation of procedures.

Ability to provide effective leadership in the SSA unit; ability to supervise, direct, and evaluate assigned personnel.

Ability to communicate in an articulate and clear manner both orally and in writing; ability to mediate differences and obtain resolution to conflict situations.

Must have a valid Ohio Driver's License with a record that is acceptable by the agency's insurance carrier. Also, must provide proof of liability insurance on personal vehicles.

CONTACT: Chris Calvelage, HR Manager
Allen County Board of DD
2500 Ada Road
Lima, OH 45801
(419) 221-1385

DATE POSTED: December 18, 2017

**FINAL DATE FOR
ACCEPTING APPLICATIONS:** January 10, 2018

****APPLICATION / TRANSFER PROCEDURE**

Persons presently employed by this agency must submit an *Application for Internal Job Posting*.

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbdd.org.

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