

NOTICE OF AVAILABLE POSITION

POSITION TITLE:	Service and Support Administration Director
BEGINNING SALARY RANGE:	\$63,800 - \$98,250 per year
POSITION DESCRIPTION:	Directly supervises one Transition/Employment Navigation Manager, three Service and Support Associate Supervisors, two Intake/Support Services Coordinators and one Administrative Assistant. Provides ongoing support and technical assistance to a variety of provider agencies. Participates in the development and approval of budgetary and policy issues. Responsible for the provision of quality SSA services and administration of Medicaid waiver services and other supports. Extensive involvement with provider agencies and other community social service agencies. Budgetary responsibility for the Service and Support Administration Department and all Medicaid waiver authorizations.
DUTIES:	<ol style="list-style-type: none">1. Provides and/or assures the supervision, scheduling, and evaluation of all employees working within the Service and Support Administration Department. Determines staffing needs and recruits qualified applicants for positions which have been created by the Board. Makes recommendations regarding hiring, promotions, discipline, and dismissal to the Superintendent. Develops in-service training designed to meet the professional growth requirements of staff. Ensures coverage during staff absences and leaves. Provides leadership and ongoing direction in the philosophy and mission of Service and Support Administration, Person Centered Planning and all of duties Medicaid waiver administration.

2. Develops/revises/recommends policies and procedures related to the provision of Service and Support Administration services, administration of Medicaid waiver services and County Board Intake/Eligibility determination. Works with other board staff to ensure fiscal sustainability of all Medicaid waiver authorizations. Assists with eligibility determinations for children birth through age six. Implements policy established by the Board and participates in long and short-term planning, as required. Ensures that all functions of Service and Support Administration are in compliance with all local, state, and federal regulations. Ensures all services of the SSA Unit are in compliance with Medicaid waiver requirements.
3. Establishes and maintains a close working relationship with community agencies, including Medicaid waiver providers. Provides ongoing support and technical assistance to all providers. Advocates for changes as necessary and problem solves for all interested parties. Participates in stakeholder meetings, work groups, rule development and review groups as requested.
4. Reviews and provides ongoing analysis of Medicaid waiver plans, assessments, residential needs, rates, ratios, funding ranges and financial impact of Medicaid waiver services. Maintains proficient knowledge of the AAI, ODDP, CPT, LOC and other related tools necessary for the effective implementation of the Medicaid waiver reimbursement system. Trains SSA staff in the completion of the AAI and ODDP and tracks ongoing completion of the assessments.
5. Assists the Director of Quality and Support Services and the Medicaid Services Specialists in the preparation of budgets, preparation of financial reports, and monitoring of service utilization in order to ensure appropriate fiscal controls of all waiver services administered by the Allen County Board of DD. Reviews all Prior Authorization requests and works with staff on submission to DODD. Reviews and approves all home modification requests/projects.
6. Supervises Intake/Support Services Coordinators. Assures quality information and referral services. Reviews Intake/Eligibility determinations, as applicable.
7. Ensures free choice of provider in all Medicaid waiver services. Performs ongoing review of tools used in provider selection process
8. Maintains and assists in the coordination of the County Board Waiting List. Assists Medicaid Services Specialists and the Director of Quality and Support Services in determining Medicaid waiver enrollment. Chairs Waiting List Committee.
9. Coordinates, schedules, and tracks all required training and policy review for the SSA Department.
10. Serves as ACBDD representative to the Intersystems Committee of the Family and Children First Council. Maintains budget for shared services, reviews cases and authorizes expenditures on behalf of the ACBDD.
11. Prepares budgets and financial reports and maintain appropriate fiscal controls for all programs and services within the Service and Support Administration Department.
12. 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.
13. Leads the Dual Diagnosis Intervention Team. Maintains information on cases being presented and serves as mental health liaison. Participates in MI/DD community wide task force.

14. Monitors the ongoing system for program evaluation and projections for future services.
15. Participates in training and educational opportunities both at the agency and through other sources.

RESPONSIBLE TO: Superintendent

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

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

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

Supervisory experience, knowledge of Medicaid waiver programs, and knowledge of 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 policy.

Ability to provide effective leadership in the SSA Department.

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 the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.

Service and Support Administration Supervisor Certification.

Must have a valid Ohio driver's license with a record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.

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

DATE POSTED: January 22, 2018

**FINAL DATE FOR
ACCEPTING APPLICATIONS:** January 26, 2018 or until filled

****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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