

## NOTICE OF AVAILABLE POSITION

POSITION TITLE: Service and Support Associate - Children

SALARY RANGE: \$37,500 - \$61,750

### POSITION

DESCRIPTION: Serves as the primary point of coordination for individuals receiving Service and Support Administration (SSA) services from the Allen County Board of DD. Responsible for assessment, planning, coordinating and monitoring of all services. Responsible for a caseload ranging from 30-50 individuals.

### DUTIES:

1. Facilitates the person centered planning process to identify and address individual choice, preferences, strengths and needs for those children/students with ongoing SSA services. Assesses individuals' need for service utilizing formal and informal assessments. Develops and revises Individual Plans (IPs). Develops and implements an annual schedule of plan review.
2. Works cooperatively with individuals and on behalf of of individuals to coordinate and acquire needed services. Maintains effective and ongoing contact/communication with individuals, families, guardians, and significant others, as applicable.
3. Continuously reviews the delivery of services, supports and training provided by the Allen County Board of DD, other agencies, and persons important in the life of individuals served. Ensures services are effective and in compliance with local, state, and federal regulations. Maintains regular and ongoing contact with service providers. Provides technical support regarding delivery and documentation of services.
4. Collaborates with community agencies and local school districts. Attends IEP meetings and other related meetings to provide information about the Allen County Board of DD on topics such as eligibility rules and available services. Refers and links individuals to appropriate community resources.

5. Completes all necessary paperwork in an accurate and timely manner, including required elements for waiver administration. Documents all services in accordance with established TCM guidelines.
6. Develops service budgets for Medicaid waiver recipients and/or those referred to Intersystems. Monitors utilization of authorized services. Works to maximize services while maintaining costs. Maintains proficient knowledge of assessment tools and software programs for adequate waiver service planning and budgeting.
7. Participates in MUI/UI reporting, investigation and follow-up, including identifying trends and patterns. Provide crisis intervention and ensures availability on a 24 hour basis during assigned on-call rotation.
8. Assures individuals have adequate representation, including identified natural supports and chosen representatives.
9. Attends conferences and seminars as required to maintain professional certification and enhance professional growth. Participates on committees as assigned.

RESPONSIBLE TO: SSA Supervisor

HOURS: Flexible - This employee may be required to Telework.

- QUALIFICATIONS:
1. Bachelor's degree
  2. Over one through three years of related experience preferred.
  3. Experience with children and student services is strongly preferred.
  4. Have or be capable of obtaining Service and Support Administration certification.
  5. Receipt of acceptable criminal background report from the Ohio Bureau of Criminal Identification and Investigation.
  6. May be requested to lift, carry, and move individuals, including children, adolescents, and adults, in a safe manner, according to in-service training.
  7. Ability to assess service delivery and communicate effectively with providers.
  8. Ability to mediate differences and obtain resolution to conflict situations and to relate to individuals and families in a supportive manner.
  9. Knowledge of social services systems and available resources.
  10. Ability to write articulate correspondence and communicate clearly both orally and in writing.
  11. Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.
  12. Must maintain a valid Ohio Driver's License.
  13. Must provide proof of liability insurance on personal vehicles.

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

DATE POSTED: April 26, 2018

FINAL DATE FOR  
ACCEPTING APPLICATIONS: May 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@acbdds.org](mailto:hr@acbdds.org).

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