

Job Opportunity: Service & Support Administrator (SSA)

POSTING DATE: 2/4/2020 – 2/28/2020

POSITION & PROGRAM: SSA – SSA Department

POSITION DESCRIPTION:

This position is for a Service and Support Administrator (SSA who focuses on facilitating, coordinating and continuously reviewing individualized plans for children and adults with developmental disabilities. These tasks promote the principles of self-determination and person-centered planning. Scheduled on-call responsibilities require the incumbent to be available to deal with urgent situations during non-business hours.

As an employee of the Miami County Board of Developmental Disabilities, the job incumbent shall always comply with all Board policies, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by the Board and demonstrate sensitivity to diverse beliefs, values and family structures.

QUALIFICATIONS:

- Bachelor's degree in Human Services, Social Work or closely related field
- Two years of experience in developmental disabilities or other related social service position
- Possession of or ability to obtain and maintain Service & Support Administration registration and/or certification from the Ohio Department of Developmental Disabilities within the probationary period
- Must support Person-Centered philosophy
- Strong oral and written communication
- Competency in Microsoft Office applications
- Ability to abide by Riverside's Code of Conduct
- Satisfactory criminal background, registry checks, and pre-employment drug test
- Possess valid State of Ohio driver's license and satisfactory driving record

DUTIES:

- Perform SSA functions of facilitating, coordinating, referring, budget planning and continuously reviewing individualized plans for children and adults with developmental disabilities.
- Assess individual needs for services and facilitate the development of individual service plans.
- Provide service coordination and referral to needed services.
- Demonstrate strong collaboration and communication with all team members.

- Demonstrates well-developed planning, organizing, verbal and written communication and decision-making skills.
- Other duties as assigned

HOURS: Monday – Friday 8:00 a.m. – 4:30 p.m. **and** on-call as assigned

SALARY: \$20.09/hour or higher based on experience

FLSA: Non-Exempt from overtime

BENEFITS: Medical, Dental, Vision, OPERS Retirement, Life Insurance, Vacation, Sick, Personal, Holidays including your Birthday, Flexible Schedule

TO APPLY: Please submit applications/resumes by **February 28, 2020**

Email careers@riversidedd.org

US Mail/Hand Delivery 1625 Troy Sidney Road, Troy, OH 45373

Fax 937.332.3490

A Riverside application **must** be completed

Applications are located at www.riversidedd.org under the Careers tab