

# **Service and Support Administrator**

A rewarding career opportunity for those interested in advocating for those with developmental disabilities!

STATUS: Full- Time/ 40 hours

SALARY: Range 10 -Starts at \$21.00/hr. or higher based on education and experience

## **Full generously contributed benefits package!**

- Paid sick, personal, and vacation time.
- 11- paid holidays, 2-week paid holiday break, 1-week paid spring break, paid calamity days
- Public employment retirement pension with a generous board contribution
- Board paid life insurance.
- Health insurance plans with a Board contributed Health Savings Account
- Wellness Program with a board contribution
- Paid training and leadership development, and many more perks!

## **Requirements:**

- Bachelor's degree in a Social Science related field, or equivalent
- Excellent computer, written, communication and personal skills
- Valid Ohio passenger vehicle driver's license
- DODD Service & Support certification
- Minimum of one year of experience working with individuals with developmental disabilities is a plus

## **Responsibilities:**

- Assess the need for services.
- Compose a written Individual Support Plan (ISP).
- Monitor services to ensure consistent implementation of services and achievement of desired outcomes.
- Assist individuals and families with choosing providers to implement services in ISP through objective facilitation.
- Assist individuals to resolve concerns with provider.
- Ensure individual receives Due Process and appeal rights.
- Maintain acceptable productivity level, as agreed with supervisor.
- Complete all required assessments and paperwork and distribute to the team as applicable to ensure continuity of care.
- Provide referral and linkage for community resources.
- Assist individual and team with accessing options for seeking community employment and community connections.
- Establish relationships with individuals, families, guardians, and service providers.
- Manage required documents, including recommendation for Level of Care, to ensure that individual initially obtains and annually maintains eligibility for all HCBS waiver services.

If you are interested and qualified, please submit your current resume to [jgarza@senecadd.org](mailto:jgarza@senecadd.org)