

DIRECTOR OF COMMUNITY ADVOCACY AND SUPPORTS (CAS)



Seneca County Opportunity Center

780 E. Co. Rd. 20, Tiffin, Ohio 44883

419-447-7521

www.senecadd.org

Salary: Contract/ Exempt/Full-Time/Based of experience

Requirements

- Bachelor's degree in a Social Science related field.
- DODD Service & Support Administration Supervisor Certification.
- Ohio Eligibility Determination Instrument (OEDI) Certification.
- Children's Ohio Eligibility Determination Instrument (COEDI) Certification.
- Minimum of two years of combined experience working with or for individuals with developmental disabilities and performing in a related social science field.
- Minimum of two years' experience as an SSA.
- Minimum of two years' experience in a supervisory role.
- State of Ohio passenger vehicle driver's license.
- First Aid and CPR certification.

Responsibilities

- Oversee the coordination and monitoring of the social service advocacy system which assures opportunities for self-determination for individuals seeking services or deemed eligible for services through the SCBDD including eligibility, intake, MUI investigations, resource development, liaison to ACT Council ,PASRR assessments, Special Olympics/SCOC sporting program, community linking and volunteer program, supportive counseling, and positive initiative strategies.
- Supervise the CAS department/team.
- Oversee and participate in community and self-advocacy groups and other professional associations concerned about the rights of individuals with disabilities.
- Maintain an emergency on call system for individuals and families 24 hours per day.
- Supervise all events and activities associated with local advocacy groups, including but not limited to: Individuals for UNITY, Seneca Arrows, Kiwanis Aktion Club, Seneca STIR, SCOC Advocacy Council, etc.
- Prepare/maintain all necessary documents.
- Collect and analyze appropriate data to make adjustments and improvements in the service delivery system.
- Participate in short- and long-range planning.
- Design and implement on-going public relations activities to promote and support community awareness of county board services, which includes fund raising as directed.
- Other duties and special projects as assigned.

Submit letter of interest, resume, and list of references to Jessica Garza, Director of Human Resources, by email jgarza@senecadd.org or fax 419-448-5294

About us:

The mission of the Seneca County Board of Developmental Disabilities (SCBDD) is to improve the lives of individuals with developmental disabilities and their families. SCBDD currently serves over 600 people with disabilities from birth through adulthood in Seneca County.

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