

Service and Support Administrator

Full-Time / M-F, 40 hours

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

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.