

Seneca County Board of Developmental Disabilities
780 E CR 20 * Tiffin, OH 44883 * 419-447-7521 * F: 419-448-5294

OPEN POSITION POSTING

June 23, 2026

Service and Support Administrator (SSA)
Hourly/Full-Time/Non-Exempt/Classified
Seneca County Opportunity Center

JOB DUTIES INCLUDE*:

Initially and annually thereafter, assess individual's need for services. Compose an assessment and Individual Support Plan (ISP), with the assistance of the team that addresses the identified needs, as well as focuses on their strengths, interests, and talents and integrates all sources of support. Write and complete all necessary forms, reports, correspondence and distribute to team as necessary. Facilitate meetings and ensure the individual fully participates in all meetings to the extent possible. Assist the individual and/or guardian(s) to make decisions regarding provision of services and their lives, using a team approach. Maintain responsibility of single point of coordination. Monitor services to ensure consistent implementation of services and achievement of desired outcomes. Must ensure the health, safety, and welfare of individuals through monitoring. Report any areas of non-compliance or concern to Director of SSA and/or IA, if appropriate. Assist individuals and families with choosing providers to implement services in ISP through objective facilitation. Assist individuals to resolve concerns with provider. Facilitate communication between providers of all settings. Communicate directly with all providers of service. Submit all required documents, including recommendation for Level of Care, to ensure that individual initially obtains and annually maintains eligibility for all HCBS waiver services. Ensure individual receives Due Process and appeal rights. Prepare electronic case notes daily. Maintain acceptable productivity level, as agreed with supervisor. Provide referral and linkage for community resources. Assist individual and team with accessing option for seeking community employment and community connections. Establish relationships with individuals, families, guardians, community professionals, and service providers. Maintain relationships to ensure trust, cooperation, and collaboration. Participate in and attend continuing education and in-services. Perform other duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree in a Social Science related field or equivalent; or Associate degree in a Social Science related field with intent to complete bachelor's degree within 2 years of date of hire.
- Minimum one year experience relating to developmentally disabled individuals and performing in a related social science field
- State of Ohio passenger vehicle drivers' license and minimum liability auto insurance coverage.
- Ability to obtain DODD Service & Support certification.
- Successful completion of a background check and drug screening.

COMPENSATION & BENEFITS:

- Hourly wage is \$22.00 or higher based on education and experience
- Comprehensive benefit package includes medical, dental, vision and life insurance
- Participation in Ohio Public Employees Retirement System (OPERS)
- Tuition reimbursement for continuing education
- Vacation leave, sick leave, personal leave, paid holidays
- Health Savings Account and voluntary wellness program

INTERESTED APPLICANTS MAY APPLY BY APPLICATION, RESUME AND COVER LETTER TO:

SENECA COUNTY OPPORTUNITY CENTER
ATTENTION: TAWNY LEJEUNE
780 E. CR 20
TIFFIN, OHIO 44883

Or by email to
tlejeune@senecadd.org

Applications accepted until position is filled.

*A complete job description is available upon request.

The Seneca County Board of DD provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.