

## **Job Opportunity: Service & Support Administrator (SSA)**

**POSTING DATE:** 08/28/19 – 09/13/19

**POSITION & PROGRAM:** SSA – SSA Department

### **POSITION DESCRIPTION:**

This position posting is for a Service and Support Administrator (SSA). This position specializes in 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 cultural sensitivity to diversity of 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 Mission, Values and Code of Conduct
- Satisfactory criminal background and Abuser Registry checks
- Satisfactory pre-employment drug and alcohol test
- Possess valid State of Ohio driver's license

### **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:** \$18.80/hour or higher based on experience

**FLSA:** Non-Exempt from overtime

**TO APPLY:** Please submit applications/resumes by

Email [careers@riversidedd.org](mailto: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](http://www.riversidedd.org) under About>Careers