



235 N. Toussaint South Rd., Oak Harbor, Oh 43449
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JOB POSTING

Department: Service and Support Administration

Position Title: REC Coordinator

Date Submitted: April 25, 2019

Summary of Duties:

Responsible for the provision of comprehensive direct services of persons served in order to facilitate inclusion into the community, promote health and education, and individualized and small group activities. See attached Position Description.

Qualifications:

Bachelor's degree in special education, therapeutic recreation or related field.. Must obtain and maintain certification as mandated by Ohio Law, and Rules of the Ohio Department of Developmental Disabilities. Must obtain and maintain any other licenses or certifications as mandated by the Board (CPR, First Aid, Behavior Support, etc.)

Schedule: Monday- Friday, 8 a.m. - 4 p.m. Flexible schedule is required to meet the needs of the individuals served.

Compensation Range: Per Board Policy

Contact Phone: (567) 262-3104

Contact Fax: (419) 898-3004

Contact Email: jcrist@ocbdd.org

Application Deadline: Must submit a cover letter and resume by 5/3/2019

Apply to:

Jim Crist, Director of Services and Supports
Ottawa County Board of Developmental Disabilities
235 N. Toussaint South Rd.
Oak Harbor, Ohio 43452

Ottawa County Board of DD is an Equal Opportunity Employer and will not discriminate against any employee or applicant for employment because of age, race, religion, color, sex, national origin, marital status, ancestry, disability or veteran status.

OTTAWA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
Job Description

Job Title: REC Coordinator
Department: Service and Support Administration
Reports To: Director of Service and Supports
FLSA Status: Non-Exempt
Classification: Classified

Summary: Responsible for the provision of comprehensive direct services of persons served in order to facilitate inclusion into the community, promote health and education, and individualized and small group activities by performing the following duties:

Essential Duties and Responsibilities include the following.

- Plans activities based on needs and expressed interests of persons served in the REC Program. Create and implement system for persons served to sign up for activities. Provides direct care and supervision of persons served during these activities.
- Plans and Coordinates Special Olympics activities both at the state and local level to ensure a variety of activities, ongoing/active participation, growth of programs and adherence to applicable rules and regulations.
- Plans and Coordinates Self-Advocacy activities (Project Stir, SASSY, OSDA) at both the state and local level to ensure ongoing/active participation, increased involvement of persons served, provide training on self-advocacy topics, and continue the growth of identified programs.
- Plans and Coordinates Community Connections Activities as outlined by the Leadership Team.
- Communicates positively, professionally and effectively with verbal and non-verbal clients, staff, parents and citizens.
- Completes and/or coordinates completion of all necessary documentation to accurately record the progress of each program and to document activities provided to clients.
- Provides necessary documentation for budgeting and planning.
- Attends and participates in in-service training sessions, staff meetings, parent meetings, ISP meetings, as needed.
- Evaluates documents, promotes, and communicates the persons served needs and progress.
- Implements emergency procedures, behavior support techniques, and disease protection/prevention procedures to maintain a safe environment.
- Assigns, instructs and trains clients in methods to complete tasks, service or activity.
- Transports persons served to and from community sites in a safe manner according to individual needs.
- Monitors and reports unusual incidents, Major Unusual Incidents, and cases of neglect, abuse and exploitation involving any person under the care of staff in all environments.
- Maintains records of a person's progress, placement, referrals, reports of findings, tests results and other data.
- Takes immediate action to maintain health, safety, and welfare of persons served in all environments.
- Communicates with Board designated Investigative Agent and/or MUI Contact.
- Assists in emergency or crisis situations that might arise for individual enrollees in all environments.

- Adheres to policies and standards adopted by the Board.
- Maintains professional ethics in keeping the confidentiality of information and material accessed.
- Communicates Board philosophies and activities in a positive manner.
- Other duties may be assigned.

Supervisory Responsibilities: None.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Required: Bachelor's degree; Preferred: Bachelor degree in special education, therapeutic recreation or related field.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens, clients, and other employees of the Agency.

Mathematical Skills: Basic Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability: Basic Skills: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills: Must be able to utilize word processing and spreadsheet software.

Certificates, Licenses, Registrations: Must have a valid, Ohio's driver's license; Must maintain Certification from the ODDD; current First Aid/CPR Certification; and must be insurable under blanket insurance policy.

Other Skills and Abilities: Ability to follow oral and written instructions, to develop and maintain effective working relationships with associates, supervisor and general public; communicate effectively and operate job-related equipment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May be required to maneuver adults in confined spaces; required to travel in (maneuver through) inclement weather conditions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is frequently required to climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable diseases, potentially infectious materials and /or aggressive or other maladaptive behavior. May be exposed to bodily fluids and wastes; must utilize professionally acceptable control and restraint techniques; must transfer adults of varying weights in a safe manner and in accordance with individual needs.

The noise level in the work environment is usually moderate.