



235 N. Toussaint South Rd., Oak Harbor, Oh 43449  
Phone 419-898-0400/419-734-6650 Toll Free 866-755-4440 Fax 419-898-3004

## \*\*\*JOB POSTING\*\*\*

**Department:** Service and Support Administration

**Position Title:** Service and Support Administrator

**Date Submitted:** 3/19/2021

**Essential Duties and Responsibilities:** Please see Position Description for details.

**Qualifications:** Bachelor's Degree in Social Administration, Public Administration, Social Work, or related field preferred; two (2) years related experience and/or training; or equivalent combination of education and experience and-or training as mandated by DODD; and be eligible to obtain Service and Support Administration certification.

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

**Compensation Range:** Per Ottawa County Board of Developmental Disabilities Compensation Policy

**Contact Phone:** (567) 262-3105

**Contact Fax:** (419) 898-3004

**Contact Email:** [jcrist@ocbdd.org](mailto:jcrist@ocbdd.org)

**Application Deadline:** Candidates must submit a letter of interest and resume by 4/12/2021.

**Apply to:**

James Crist, Director of Service and Support Administration  
Ottawa County Board of Developmental Disabilities  
235 N. Toussaint South Rd.  
Oak Harbor, Ohio 43449

*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:** Service and Support Administrator  
**Department:** Service and Support Administration  
**Reports To:** Director of Services and Supports  
**FLSA Status:** Non-Exempt

**Summary:** Responsible for a person served by the Board, for effective development, implementation, and coordination of the Individual Service Plan (ISP), by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Provide Service and Support Administration to a person regardless of age or eligibility who is applying for or enrolled in a home and community based waiver, any person three years of age or older who is eligible for county board services and requests an SSA, and any person residing in an ICF who requests assistance to move from the ICF to a community setting.
- Determine a person's eligibility for county board services.
- Act as the primary point of coordination for a person in order to ensure coordination of service and supports.
- Develop and revise the ISP's with the person and provider of services and supports.
- Initially, and at least every twelve months thereafter, coordinate the assessment of the person served according to 5123:2-1-11 and applicable county board policies and procedures.
- Utilize person centered planning, develop, review, and revise the Individual Service Plan to ensure that the ISP reflects the assessment and includes services and supports that: Ensure Health and Welfare, Assists the person to engage in meaningful and productive activities, Supports Community Connections, Assists the person in improving self-advocacy skills and opportunities to participate in advocacy activities, Ensures achievement of outcomes that are important to the person and outcomes that are important for the person, while balancing any conflicts between the two, and addresses identified risks and includes supports to prevent or minimize risks.
- Integrate all sources of services and supports in the ISP, including natural supports and alternative services that are available to meet the person's needs and desired outcomes. These services and supports are to be consistent with efficiency, economy and quality of care.
- Establish a recommendation for and obtain approval of the budget for services based on the person's assessed needs and preferred ways of meeting those needs.
- Through objective facilitation, assist the person in choosing providers and securing commitments from providers to support the person in achievement of his or her desired outcomes.
- Establish and maintain contact with providers and natural supports as frequently as necessary to ensure providers are trained on the ISP and have a clear understanding of the expectations and desired outcomes of the supports being provided and the natural

supports are available and meeting desired outcomes.

- Facilitate effective communication and coordination among the person and members of the team and ensuring that each has a current copy of the ISP at least fifteen calendar days in advance of implementation, unless there are extenuating circumstances make the fifteen day advance copy impractical and with the agreement by the individual and providers, with approval of the Director of Services and Supports.
- Provide ongoing ISP coordination, and continuous review process, to ensure services and supports are provided in accordance with the ISP through the use of the Commencement of Services Form and monitoring as outlined in the ISP.
- Review and revise the ISP at least every twelve months and more frequently as outlined by county board policy and procedure.
- Incorporates trends from major unusual incidents and unusual incidents within ISP revisions.
- Represents, advocates, advises, and assists persons served related to coordination of services either selected by the individual or designated by the Director of Services and Supports.
- Monitors and reports unusual incidents and Major Unusual Incidents and cases of neglect, abuse, and exploitation involving any person under the care of staff in all environments.
- Takes immediate action to maintain health, safety and welfare of the person in all environments.
- Communicates with OCBDD designated Investigative Agent and/or MUI Contact.
- Assists in emergency or crisis situations that might arise for person served in all environments.
- Adhere to all Medicaid and HCBS Waiver Requirements and Regulations.
- Adheres to policies and standards adopted by the Board.
- Maintains Professional ethics in keeping with the confidentiality of information and material accessed.
- Communicates Board philosophies and activities in a positive manner.
- Perform other duties as assigned.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**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:** Bachelor's Degree in Social Administration, Public Administration, Social Work, or related field preferred; two (2) years related experience and/or training; or equivalent combination of education and experience and-or training as mandated by DODD; and be eligible to obtain Service and Support Administration certification.

**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 customers, clients, and other employees of the organization.

**Mathematical 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 and to draw and interpret bar graphs.

**Reasoning Ability:** 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:** To perform this job successfully, an individual should have knowledge of Spreadsheet software, Word Processing software, and internet applications.

**Certificates, Licenses, Registrations:** Valid Ohio driver's license; Must be insurable under blanket insurance policy. Ohio Department of Developmental Disabilities certification required. Must maintain valid CPR and First Aid certification.

**Other Skills and Abilities:** Must be able to multi task; must be personable; must be familiar with DD rules and regulations regarding the providing of services

**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. While performing the duties of this Job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. Must be able to lift, move, and/or carry individuals. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance 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, as trained; must transfer adults/children of varying weights in a safe manner and in accordance with individual needs.

The noise level in the work environment is usually quiet.

**Employee:**

The above job description accurately reflects the current duties and responsibilities assigned to my position. I have had an opportunity to provide input into the creation of this job description.

\_\_\_\_\_  
Signature

Dated:\_\_\_\_\_

**Supervisor/Department Head:**

\_\_\_\_\_  
Signature

Dated:\_\_\_\_\_

