



## Service & Support Administrator

### **Job Description**

Develop Individual Service Plans (ISP); and support providers in ISP implementation; monitor services to recipients; provide service coordination to Morrow County Board of Developmental Disabilities service recipients; and clerical responsibilities as necessary.

### **Duties**

Perform service coordination responsibilities for the Morrow County Board of Developmental Disabilities (MCBDD) support recipients during a.m. and p.m. hours including , but not limited to the following assessment initiation and completion (i.e., Level of Care Assessment), ISP development, assisting individuals in selecting a service provider, monitoring recipient's satisfaction and need(s) for services, incorporating community integration/empowerment opportunities into ISP, establishing budgets for service provision in conjunction with the Director of Finance of the MCBDD, in-home visits, carrying a cell phone/being on call, monitoring services and provider documentation and other miscellaneous service coordination duties as they relate specifically to the service recipients and provider(s) of service delivery.

Perform clerical and administrative duties such as computer/data entry, scheduling appointments and organization.

Process and monitor all major unusual incident reports, informing the Ohio Department of DD, M.U.I. investigator and Director of Service and Support Administration.

### **Qualifications**

Completion of bachelor's degree, and 2 years' experience in working with individuals with developmental disabilities preferred. Valid (or willingness to obtain) First Aid/CPR Certificates. DODD Service & Support Administration Certificate or willingness to obtain. Ability and willingness to learn computer software specific to developmental disabilities. Successful completion of BCI and/or FBI. Hold valid driver's license. Ability to plan and coordinate services for individuals with good time management and self-motivation.

### **Hours:**

40 hours per week (typically M-F 8am-4pm)

### **Pay:**

Depends upon experience