

# AVAILABLE POSITION

## SERVICE AND SUPPORT ADMINISTRATOR

October 20, 2022

The Morrow County Board of Developmental Disabilities seeks a responsible professional to facilitate person-centered planning with individuals and families, develop plans, and monitor the delivery of services and supports to ensure compliance with individual plans and state and federal requirements. Bachelor's degree, clear and effective oral and written communication, the ability to work cooperatively with all team members and flexible work schedule required. Candidate must be willing to meet all certification requirements including an acceptable driving record and successful completion of all background checks. Developmental disabilities experience preferred. Please submit resume to:

Connie Tillotson  
Morrow County Board of DD  
406 Bank St.  
Mt. Gilead, OH 43338  
419/947-1159  
419/947-9102 FAX  
Or e-mail to: [ctillotson@morrowdd.com](mailto:ctillotson@morrowdd.com)

## Service & Support Administrator

Morrow County Board of Developmental Disabilities  
406 Bank Street  
Mt. Gilead, OH 43338

**Phone:** 419-947-1159

**Fax:** 419-947-9102

**Contact:** Connie Tillotson, HR/Fiscal Specialist

**Email:** [ctillotson@morrowdd.com](mailto:ctillotson@morrowdd.com)

**Website:** [morrowdd.com](http://morrowdd.com)

### **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 individual 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 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.1.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 Certification 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

### **How to apply:**

Send resume to [ctillotson@morrowdd.com](mailto:ctillotson@morrowdd.com). Applications are also available at 406 Bank Street, Mt. Gilead.

**Application deadline:** November 20, 2022