



Preble County Board of Developmental Disabilities

200 Eaton Lewisburg Road, Suite 200 Eaton, Ohio 45320 – Telephone (937) 456-5891 Fax (937) 456-1760

**NOTICE OF AVAILABLE POSITION
Service and Support Administrator (Case Manager)**

DESCRIPTION: Employee is responsible for providing support, coordination and case management of the individuals served through Preble County Board of Developmental Disabilities. Will work with individuals with disabilities between ages 3 – end of life. Responsible for implementing and monitoring individuals' Individual Service Plans. Ensures that the individual services are effectively coordinated and provided by appropriate providers. Accurately records activities and cooperates with requirements for eligible services billing. Acquires and maintains required certification, and participates in training activities as assigned. Performs other duties as assigned, may be required to lift and carry up to 45 lbs short distances.

QUALIFICATIONS: Bachelor's Degree in Social Work or related field required. Must meet all agency employment requirements including but not limited to successful BCI/FBI background screen, drug screen and compliance with driver qualifications. Valid Driver's License & access to a motor vehicle. Must acquire Service and Support Administrator credentialing within one (1) month of hire. Satisfactory results of registry records checks.

Knowledge: SSA rules and regulations; major unusual incidents; developmental disabilities; social service delivery systems and available resources including rehabilitation, medical support services, and residential supports; Medicaid funded services and eligibility requirements; rules and service delivery in special education and early intervention programs; rights of individuals with disabilities and resources for ensuring compliance; ethical and professional conduct; budgeting and budget management for individuals served; statewide disability resources and information systems; adaptive equipment; documentation and reporting requirements; available services for supporting an individual's transition to adulthood; trusts, guardianship, and other legal issues affecting individuals with disabilities and their families; protective health and safety practices, including safe lifting and infection control practices.

Skills: verbal and written communications; case management; operation of a computer; application of job software; typing and word processing, maintain records and documentation in compliance with requirements; prepare reports; managing comprehensive case management record system; interviewing and case note development.

Abilities: effectively communicate needs of individuals in advocacy for services, supports, and recognition of rights; handle multiple tasks and effectively establish priorities; represent the program in a professional manner, including when advocating for individual needs in uncomfortable environments or situations; work independently on projects or issues affecting individuals served; analyze information and develop appropriate action plans to meet an individual's needs; develop good rapport with individuals with varying disabilities and abilities; exhibit understanding and empathy for individuals with disabilities; maintain confidentiality of confidential or sensitive information; develop and maintain appropriate and effective working relationships with individual's served, their family members, service agency representatives and other external job contacts; exhibit flexibility in performing job tasks; adapt effectively to a changing work environment; exhibit teamwork when working with coworkers; demonstrate requirements specified in ORC 5123.02.

IMMEDIATE SUPERVISOR: SSA Supervisor

LOCATION: Preble County Board of Developmental Disabilities, 200 Eaton-Lewisburg Rd, Eaton, Oh 45320

WORKING HOURS: 40 hours per week, 8:00AM to 4:00PM, flexible schedule based on individual/agency needs

SALARY and BENEFITS: \$20.91-\$24.67 per hour, based on education and experience. Medical, dental, vision, life insurance, OPERS retirement, vacation, sick leave and flexible work options.

APPLICATIONS: Apply online at <https://www.prebledd.org> or email careers@prebledd.org for more information.

DATE POSTED: August 29, 2022

APPLICATION DEADLINE: September 16, 2022