

Lorain County Board of Developmental Disabilities

Murray Ridge Center

1091 Infirmary Road • Elyria, Ohio 44035

POSITION OPENING

PROVIDER COMPLIANCE/RESOURCE SPECIALIST PT

Location: Murray Ridge Center

QUALIFICATIONS

Minimum:

Bachelor's degree.

Proficient with Windows-based operating environment, Word, Excel, e-mail and using the internet. Must be able to use computer to complete tasks as required.

Excellent mastery of language. Strong writing skills, ability to clearly communicate verbally and in writing. Strong organizational skills and interpersonal skills.

Initiative and proven ability to research and identify resources.

Demonstrates confidence and is knowledgeable about recruitment strategies.

Must have a current valid Ohio driver's license and an insured personal vehicle for agency use. Must have a good driving record. Must demonstrate continuous satisfactory job performance. Must have a record of reliable work attendance.

Must be able to meet all requirements and obtain all certificates required to perform the job or any aspect of the job, and to access funding for performance of any aspect of the job.

Preferred:

Work experience in provider/ personnel recruitment.

Professional experience with resource identification.

Work experience in the Development Disabilities system.

RESPONSIBILITIES

Complete compliance reviews of certified providers in accordance with the Ohio Department of Developmental Disabilities rules and regulations.

Identify providers/resources needed by county residents with developmental disabilities and their families; design and provide user-friendly communication about these providers/ resources.

Engage in/coordinate targeted provider recruitment activities, including provider fairs.

Assist with the development and maintenance of a searchable data base of providers that can meet support needs of county residents with developmental disabilities and their families.

Assist with overall coordination of caregiver trainings/information sessions.

Communicate in a positive, reassuring manner with service recipients and their families.

HOURS: 24 hours per week as scheduled, typically 3 days per week. Flexibility required.

SALARY: Level 6

PROBATION: 280 calendar days (initial and non-initial)

CONTACT: Human Resources Department or hrdept@murrayridgecenter.org

This agency supports the full intent and goals of Equal Employment Opportunities and insures that all employees and applicants will be afforded equal opportunities for appointment, promotion, training, career advancement and recognition without regard to mental handicap, physical handicap, sex, race, color, religion, national origin, age or political affiliation.
C – December 2018