

Lorain County Board of Developmental Disabilities

Murray Ridge Center

1091 Infirmary Road • Elyria, Ohio 44035

POSITION OPENING

SERVICE AND SUPPORT ADMINISTRATOR

Location: Murray Ridge Center

QUALIFICATIONS

Minimum:

Bachelor's degree in human services or related field.

Proficiency with computer, phone and other related technology. Proficient with Windows-based operating environment; Microsoft Outlook and Word; 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.

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 good interpersonal skills. 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:

Three (3) years experience in working with individuals with developmental disabilities. Proficiency with Microsoft Excel. Fluent in Spanish as well as English.

Knowledge of coordinating services for individuals with developmental disabilities, available community resources, and federal, state and local rules and regulations pertaining to County Boards of DD.

RESPONSIBILITIES

Perform required documentation and record maintenance using electronic means.

Perform assessments and evaluate to establish eligibility for county board services, supports and level of care needed.

Use person-centered planning processes to develop plans for the individual with the active participation of the individual and others. Approve and recommend such plans to the state for approval when funded by Medicaid.

Establish individual budgets for services, supports and programs based on individual assessed needs and preferred ways of meeting such needs.

Facilitate individuals in selecting providers of their choosing for services and supports.

Ensure that services and supports are effectively coordinated and provided by applicable providers.

Establish and implement an ongoing system of monitoring the implementation of individual plans for consistent implementation and desired outcomes for the individual.

Participate in developing plans of correction for cases of abuse, neglect or exploitation of individuals with developmental disabilities pursuant to Sections 5123.61 and 5126.30 through 5126.33 of the Revised Code.

Communicate in a positive reassuring way with clients and their families.

HOURS 40 hours per week as scheduled, typically Monday-Friday. 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.

R – April 2018