

Lorain County Board of Developmental Disabilities

**Murray Ridge Center**

1091 Infirmary Road • Elyria, Ohio 44035

**POSITION OPENING**

**SSA MANAGER**

**Location:** Murray Ridge Center

**QUALIFICATIONS**

**Minimum:**

Bachelor's degree. 5 years' experience coordinating/administering services for individuals with developmental disabilities. Experience in the areas of HCBS Waivers, person centered planning and Medicaid State Plan Services.

Proficiency with use of computers in a Windows-based operating environment. Proficiency with use of word processing and spreadsheet software.

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.

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

**Preferred:**

Prior supervisory experience. Experience administering SELF Waivers. Proficiency with use of iPad and other technology.

**RESPONSIBILITIES**

Supervise SSA staff, as assigned. Assign cases/activities to SSAs in consultation with Director of SSA. May function as the primary SSA for designated individuals.

Accountable to assure that all prescribed steps are followed with regard to Person-Centered Individual Service Plan (ISP) development and monitoring; HCBS Waiver enrollment, redetermination and discharge; and service coordination related to other programs administered by the Board. Track SSA responsibilities and deadlines including, but not limited to, activities associated with the development and monitoring of Individual Service Plans (ISPs), and review/follow-up on Unusual Incidents (UIs). Perform oversight of HCBS Waiver Provider Compliance reviews, Waiver and Supported Living provider financial and medical audits, provider search portal and other services as assigned.

Arrange for ongoing technical assistance to assure that SSA staff and providers comply with local, state and federal requirements including, but not limited to, those applicable to HCBS Waivers and Supported Living. Arrange for ongoing technical support to assure that providers have the necessary tools to meet the needs of eligible individuals in Lorain County.

Field inquiries and service requests made on behalf of eligible individuals. Coordinate efforts to provide resource information to eligible individuals, families and providers. Represent agency in joint-funding and other collaborative efforts, as assigned. Oversee linkage of eligible individuals with programs and services outside of the Board's jurisdiction, as appropriate.

Coordinate efforts to link individuals needing HCBS Waivers and Supported Living services to available providers by overseeing the free choice of provider process, overseeing the coordination and implementation of the provider search tool, overseeing the preparation and mailing of individual packets to providers, and assuring that SSAs assist individuals and their families in accessing the statewide DODD database.

Promote Agency mission and communicate program information throughout community and state.

**HOURS:** Flexible

**SALARY:** Level 6 – Management Contract

**CONTACT:** Human Resources Department or [hrdept@murrayridgecenter.org](mailto:hrdept@murrayridgecenter.org)