

Lorain County Board of Developmental Disabilities

Murray Ridge Center

1091 Infirmary Road • Elyria, Ohio 44035

POSITION OPENING

INVESTIGATIVE AGENT

Location: Murray Ridge Center

QUALIFICATIONS

Minimum:

Bachelor degree in law enforcement, Social Services, or related field.

Must be able to obtain Ohio DODD Investigative Agent certification. 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 possess a high level of analytic ability, excellent mastery of language, strong writing skills, ability to clearly communicate verbally and in writing, mathematical aptitude, and proficiency with computer. Proficiency with Windows-based operating environment, Microsoft Word, using the internet, and conducting on-line searches.

Attentiveness to detail, and deadlines.

Must have a valid Ohio driver's license and an insured personal vehicle for agency use. Must have demonstrated satisfactory job performance. Must provide proof of an established pattern of excellent attendance.

Preferred:

Experience providing or supervising direct care of individuals with developmental disabilities. Knowledge of Medicaid and Ohio DODD requirements regarding safety and health issues. Experience in conducting criminal and administrative investigations.

RESPONSIBILITIES

Upon receipt of MUI information, review, investigate, report and provide follow-up according to Ohio DODD rules and regulations and LCBDD policies and procedures.

Provide oversight, reviews, and analysis of provider documentation as it applies to pertinent section(s) of Ohio Administrative Code.

Provide annual and initial trainings for providers and LCBDD staff.

Create forms, documents, handouts etc. as needed, and follow through with updating any forms used by the Investigative Agents.

HOURS: 8:00 am-4:00 pm., Monday-Friday; flexible as needed.

SALARY: Level 6 (Management Contract)

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