



# Southern Ohio Council

## A Council of Governments

126 East Second Street, Suite C  
Chillicothe, OH 45601  
Phone Number 740-775-5030  
Fax Number 740-775-5023  
[www.socog.org](http://www.socog.org)

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**Notice of Available Position:**  
**Service & Support Administrator/Supervisor**  
Please post July 6 to July 23, 2018

**Requirements:**

- Bachelor's Degree and eligible for SSA Supervisor Certification
- Good management skills, knowledge of developmental disabilities and Waiver Program, good Public Relations skills, flexible, good organizational and planning skills and ability to handle difficult situations while working under stress and to meet timelines
- Appropriate skill set in the use of technology
- Demonstrate knowledge of public relations and team work
- Knowledge of cognitive and developmental disabilities technology, rehabilitation and/or social work
- Knowledge of county, state and federal guidelines pertaining to individual rights
- Ability to define problems, collect data, establish facts and draw valid conclusions
- Ability to demonstrate sensitive contact with individual's families and/or guardians and demonstrate communication skills
- Ability to prepare meaningful, concise, and accurate reports using appropriate grammar and composition
- Demonstrate skills in speech and/or oral communication

**Duties:**

- Responsible for supervision of the Service Support Administrators (SSA) Office.
- Serve as the designated Medicaid Manager for the Jackson County Board of Developmental Disabilities.
- Manage waivers, to include but not be limited to: application for waiver requests, waiver renewals, services waiting lists and County PICT.
- Manage PAWS and provider funding mechanisms.
- Coordinates OEDI/COEDI, DDP, Acuity, and PASARR Assessments.
- Acts as single point of accountability for assigned caseload of individuals served by the Jackson County Board of Developmental Disabilities as defined and outlined in the DODD Administrative Rule 5123;2-1-11, to include eligibility determinations, assessments, Individual Plan development, determination of budget for services, assurance of provider selection, coordination of services, any needed revisions of I.P., monitoring of implementation of I.P., assure completion of quality assurance reviews, and assure all "Due Process" rights are afforded to individuals.
- Arrange for or assists in management services for individuals with developmental disabilities, develops and assures implementation of individual plans and monitors and evaluates services provided within county board of Developmental Disabilities facilities, group homes and community agencies or associations in accordance with Individual Plan, Individual Education Plan or comprehensive assessments.
- Implements SSA rules according to mandate and county board plan (e.g., receives referrals through intake process, obtains and arranges assessments, interviews individuals and referrals source, analyzes individual's needs, determines eligibility and initiates service delivery and or refers to appropriate agency.

- Monitors services and placements within group homes, county board of developmental disabilities' facilities and other agencies.
- Provides crisis intervention and is available 24 hours per day
- Participates in investigations of major unusual incidents occurring or involved with case management responsibilities
- Reports Major Unusual Incidents per DODD mandates/requirements
- Prepares, writes and completes forms, reports, correspondence, case summaries, progress and termination reports, home reports and other related material
- Maintains and updates client files as required by rule
- Assures timely completion of comprehensive client evaluations/assessments
- Follows DODD rule on Employment First initiatives
- Attends and or participates in meetings related to clients to advocate habilitation and other programming appropriate to client needs
- Attends staff meetings
- Attends conferences and in-services as directed by the Superintendent
- Performs related duties as required
- Position pending SOCOG Board approval

**Supervisor:** Quality Services Supervisor/County Board Superintendent

**Hours of Work:** Up to 40 hours per week, flexible, based on operational need

**Location:** Jackson County Board and other as needed

**Salary:** Based on applicable work experience. (Submit Salary Expectations with Resume)

**Benefits:** PERS, Medical Insurance, Dental and Vision Insurance, Worker's Compensation, Life Insurance, Direct Deposit, All-Purpose Leave, Paid Holidays.

**Position Availability:** Immediately

**Application Deadline:** July 23, 2018 (We reserve the right to accept application materials past the stated deadline.)

**Apply by Fax or email:** Lori Lippert, Email: [llippert@socog.org](mailto:llippert@socog.org), Fax: 740-775-5023 (EOE)