



# Champaign County Board of Developmental Disabilities

224 Patrick Avenue, P.O. Box 829, Urbana, Ohio 43078

Phone 937 653 5217 / fax 937 653 7516

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## **NOTICE OF AVAILABLE POSITION**

**POSTING DATE:** April 4, 2024

**APPLICATION DEADLINE:** Until Filled

**POSITION:** Service and Support Administrator

**QUALIFICATIONS:** Associates or Bachelor's Degree required, preferably in human services related field. Obtain and maintain DODD certification. 1-3 years' experience working with individuals with disabilities. Must be able to transport clients and have a valid Ohio drivers' license with no restrictions. Good writing and interpersonal skills. Ability to manage technology information systems. Excellent problem-solving skills. Ability to be self-directed. Basic math skills.

**PROGRAM:** Service and Support Administration

### **DUTIES:**

- Assesses individual needs for services, coordinate Individual Service Plan (ISP) conferences in keeping for the philosophy of person centered planning. Reduce service duplication and plan services to meet an individual unmet needs through one single unified document. Facilitate the development of the individual service plan and write the ISP. Coordinate needs on level of care assessments. Document service dates, corrections, suspensions and disenrollment's. Coordinate changes and make all ISP revisions.
- Advocates for enrollee and their family. Assures that enrollee and their family know their rights. Provides/arranges training and support for self-advocacy. Provides information and options related to planning/decisions. Assists in identification of quality services. Works cooperatively within to ensure that needed services are provided immediately on a 24-hour basis when an emergency situation develops.
- Facilitates team process. Assists enrollee in identification of team member. Arranges meetings according to enrollee preferences. Conducts meetings according to enrollee preferences. Documents and disseminates meeting summary and agreements.
- Coordinates plan development. Assures plan current to one year and updated as agreed. Assures that enrollee's desired future preferences remain the focus of plan. Helps to determine personal goals and desired outcomes. Helps to identify and access services, supports and training that will lead to accomplishment of personal goals and desired outcomes. Coordinates within to assure establishment of time lines, service providers, assignments and fiscal responsibilities. Develops and guides the implementation of systematic strategies for the acquisition and utilization of new skills behaviors and community integration. Obtains required signatures; disseminates plan as necessary.



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- Provides training and supports that will lead to accomplishment of personal goals and objectives. Coordinates appointments with other agencies (Social Security, Human Services, Physicians, etc.). Provides transportation if none other is available or enrollee needs assistance in sharing information. Serves as an information hub between the enrollee and family, providers and other individuals.
- Identifies and accesses resources on behalf of the enrollee and their family. Establishes good relationships with community resources. Maintains database of community resources. Maintains descriptive information about resources and providers. Complete paperwork related to service access and maintenance.
- Monitors implementation of enrollees plan. Assures completion of and filing of all authorized evaluations and reports. Communicates with enrollee and family, team member and agency providers. Reviews and adjusts plan with enrollee and family. Ensures that plan responds to enrollee choice and preferences. Ensures that the plan results in outcomes important to the enrollee. Identifies service gaps and makes adjustments accordingly.
- Reports any MUI's or UIR's in accordance with Incidents Adversely Affecting Health and Safety Rule 5123: 2-17-02 when appropriate.
- Completes and submits Targeted Case Management Logs and maintains efficiency standards.
- Assists in maintenance of Quality Review files.
- Maintains documentation and records. Obtains release for confidential information. Communicates confidentiality of all parties concerned. Documents communication and correspondence. Documents service delivery and maintains data needed for Medicaid billing.
- Evaluates quality of service. Assess satisfaction of enrollee and their family. Evaluates services against established purposes and goals.
- Assumes other related duties assigned, including, but not limited to committee work, meeting attendance, participation in regulatory reviews and surveys professional growth activities, and must be able to transport individuals as needed.
- Performs other related duties as assigned.
- As an employee of the Champaign County Board of Developmental Disabilities, the job incumbent shall comply with all policies at all times, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals supported by the agency.

**HOURS:** 40 Hours per Week

**SALARY:** \$22.43 to \$30.53, Based upon experience. Benefits include Public Employee Retirement System; medical, dental, vision and life insurance; paid sick, vacation, and personal leave.

**CONTACT:** To be considered, please submit a written letter of interest, qualifications, and Ohio Civil Service Application (please visit our website at [www.champaigncbdd.org](http://www.champaigncbdd.org)) to: Sharon Wheeland @ Champaign County Board of DD, P.O. Box 829, Urbana, Ohio 43078 [s.wheeland@champaigncbdd.org](mailto:s.wheeland@champaigncbdd.org)