

601 Senior Drive
 New Lexington, Ohio 43764
 Phone: 740-342-3542



INTERNAL AND EXTERNAL POSTING

INTERVIEWS ARE SCHEDULED FOR CANDIDATES WHO BEST MEET POSITION REQUIREMENTS.

POSTING EFFECTIVE DATE:
December 6, 2024

POSTING REMOVAL DATE:
Until vacant positions are filled

SERVICE AND SUPPORT ADMINISTRATOR

The SSA serves as the primary point of coordination responsible for supporting people with developmental disabilities in a community oriented and mobile friendly environment. **SSAs are responsible for helping people determine, achieve, and maintain their person-centered outcomes. SSAs also spend a great deal of time connecting and facilitating support and resources across multiple systems.**

SUPERVISOR	SSA Supervisor
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor's degree in education, psychology, social work, or related field and/or eligible for SSA Supervisor certification (or grand-fathered) per Ohio Administrative Code (OAC) rule; associate degree with experience may be considered at the discretion of the Superintendent. • Strong organizational and time management skills • Preferred minimum of one year of experience coordinating, evaluating, developing, or implementing community services, habilitation programs, or activities for people with disabilities. • Excellent interviewing and documentation skills. • Strong computer and technology experience including the use of Microsoft Office 365. • Valid driver's license with acceptable driving abstract to meet criteria for insurability, driving in an essential function of the position. • Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.
SALARY & STATUS	<ul style="list-style-type: none"> • Position is classified civil service, non-exempt, overtime eligible. • Range 10 begins at \$19.50 per hour. • Education and experience considered for range placement.
PRIMARY LOCATION	<ul style="list-style-type: none"> • PCBDD Sarah A. Winters Building, 601 Senior Drive, New Lexington, OH 43764
SCHEDULE	<ul style="list-style-type: none"> • Hours vary, program needs determine schedule, generally work 8 hours per day, Monday – Friday. • May be required to flex schedule, but not routinely work more than 40 hours per week.
WORKPLACE CULTURE	<ul style="list-style-type: none"> • Flexible and family-friendly work environment. • Progressive organization focused on innovation, leadership, and culture. • High levels of employee engagement.
APPLICATION PROCESS	<p>Forward applications/resumes to:</p> <ul style="list-style-type: none"> – Jessica Stroup, Administrative Supports Director – Email: j.stroup@perrydd.org, Phone 740-684-1847 – Employment Application is available at www.PerryDD.org.