



Washington County Board of Developmental Disabilities

1701 Colegate Drive, Marietta, OH 45750

Susan E. Tilton, Superintendent

PHONE: (740) 373-3781

FAX: (740) 373-1373

WCBDD

NOTICE OF POSITION VACANCY

POSITION: Service and Support Coordinator
(May be required to flex schedule)

SUPERVISED BY: Director of Services and Supports

JOB RESPONSIBILITIES: The Service and Support Coordinator acts as the single point of contact for individuals eligible for services from WCBDD, this includes individuals living at home with their families or living in other community settings whether that is in their own home, or elsewhere. The Service and Support Coordinator may act in concert with another agency or individual in coordinating services (for example, may work with Mental Health providers, DJFS or Children Services.), and may be the lead Coordinator. The responsibilities of the Service and Support Coordinator Unit include, but are not limited to, the following: Facilitate Plan Development, Coordinate Services, and Monitor Implementation of plans, Waiver Administration, Crisis Intervention, and Self-Advocacy. Must complete billing documentation and case notes for Medicaid billing and SSA services provided. The Service and Support Coordinator will facilitate the work of the team by helping the person and their team to consider what the individual wants, encouraging team members to make commitments, and creatively think "outside the box". The Service and Support Coordinator will write the Individual Service Plan and ensure distribution to all applicable parties at least 15 days prior to the due date.

QUALIFICATIONS: Minimum Acceptable Characteristics: Must possess, at a minimum, a 2 year degree, bachelor's degree preferred; knowledge of social services; handle routine and sensitive issues with families; Supported Living and Waiver regulations and procedures; knowledge of and ability to define problems, collect data, complete assessments, deal with many variables and determine specific action; Communicate effectively in written and oral form; Develop and maintain effective working relationships with parents, clients, services agency associates and the general public; Keyboarding experience and experience with word processing, database and Excel spreadsheet applications preferred. Experience working with persons who have disabilities. Prefer knowledge of Unusual Incident and Major Unusual Incident reporting, Person Centered Thinking, and the Imagine concept/project.

DATE AVAILABLE: Immediately

SALARY: Based on education and experience

<u>CONTACT PERSON:</u>	<u>APPLICATION INQUIRIES:</u> Malisa Barnes, Human Resources Coordinator Wash. Co. Board of DD 1701 Colegate Drive Marietta, OH 45750 (740) 373-3781 Ext. 38	<u>JOB SPECIFIC INQUIRIES:</u> Jane Bateman, Director of SSA Service and Support 2347 D State Route 821 Marietta, OH 45750 (740) 373-5147 Ext. 20
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All offers of employment are contingent upon successful completion of job-related medical examination and a criminal history background check.

Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable diseases, potentially infectious materials, and/or challenging behaviors.

INTERNAL POSTING PERIOD

From: 11:00 am, Monday, August 6, 2018

To: 11:00am, Monday, August 13, 2018


Brenda Riffe, Assistant Superintendent


Malisa Barnes, Human Resources Coordinator

Ewing School*Early Intervention* Therapy Services*Family Supports** Family Resources*
1701 Colegate Drive, Marietta, Ohio 45750-1335*740-373-3781*Fax;740-373-1373
Service and Support Administration, 2347 D, St. Rt. 821, Marietta, Ohio 45750*740-373-5147*Fax;740-373-1386
An Equal Opportunity Employer

The Washington County Board of Developmental Disabilities does not discriminate in employment or services on the basis of age, color, disability, genetic information, military status, veterans' status, national origin/ancestry, race, religion, sex or sexual orientation