

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:
July 24, 2024

POSTING REMOVAL DATE:
August 2, 2024

COMMUNITY SUPPORTS COORDINATOR

The Community Supports Coordinator is primarily responsible for serving as a resource and assisting in opportunities to facilitate community connections and develop potential for people with developmental disabilities. The CSC utilizes high energy and creativity to assist people to develop responsibility, accountability, independence, leadership, and self-sufficiency (RAILS) through the Academy of Leadership Abilities®, Supported Decision Making, Pioneering Possibilities®, and PCBDD Summer Camp.

SUPERVISOR	Community Supports Supervisor
QUALIFICATIONS	<ul style="list-style-type: none"> • Bachelor’s degree in education, psychology, social work, or related field. • Minimum of two years’ experience working in the field of developmental disabilities. • Excellent verbal and written communication for effective interaction with internal and external customers. • Strong computer and technology experience including the use of Microsoft Office 365, web-based applications, and various technology systems; experience troubleshooting basic technology-related issues. • Valid driver’s license with acceptable driving abstract to meet criteria for insurability, driving is an essential function of the position. • Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information. • Ability to obtain substitute teaching certifications through the Ohio Department of Education
SALARY & STATUS	<ul style="list-style-type: none"> • Position is classified civil service, non-exempt, overtime eligible. • Range 8 begins at \$16.86 per hour • Education and experience considered for range placement.
PRIMARY LOCATION	PCBDD Sarah A. Winters Building, 601 Senior Drive, New Lexington, OH 43764
SCHEDULE	<ul style="list-style-type: none"> • 8:00am – 4:00pm, Monday through 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	Forward applications/resumes to Administrative Supports Director Jessica Stroup via email at j.stroup@perrydd.org . Employment Application is available at www.PerryDD.org .