

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:**  
**January 24, 2024**

**POSTING REMOVAL DATE:**  
**February 7, 2024**

**SERVICE AND SUPPORT ADMINISTRATOR**

Under the general guidance and direction of the SSA Supervisor, 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 primarily responsible for determining, achieving, and maintaining a person-centered focus on person-centered outcomes while connecting and facilitating person-centered supports across multiple systems and resources.

<b>SUPERVISOR</b>	SSA Supervisor
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in education, psychology, social work, or related field</li> <li>• Strong organizational and time management skills.</li> <li>• Preferred minimum of one year of coordinating, evaluating, developing, or implementing community services, habilitation programs, or activities for people with disabilities.</li> <li>• Excellent interviewing and documentation skills.</li> <li>• Ability to acquire and maintain DODD SSA certification</li> <li>• Strong computer and technology experience.</li> <li>• Valid driver's license with acceptable driving abstract to meet criteria for insurability, driving is an essential function of the position.</li> <li>• Maintain confidentiality, handle sensitive data, and comply with all applicable laws and Board policy regarding confidential information.</li> </ul>
<b>SALARY &amp; STATUS</b>	<ul style="list-style-type: none"> <li>• Position is classified civil service, non-exempt, overtime eligible</li> <li>• Salary range begins at \$ 18.40/hour</li> <li>• Experience and education considered for range placement</li> </ul>
<b>PRIMARY LOCATION</b>	PCBDD Sarah A. Winters Building, 601 Senior Drive, New Lexington, OH 43764
<b>SCHEDULE</b>	<ul style="list-style-type: none"> <li>• Full-time, 40-hour work week; may be required to flex schedule</li> <li>• Routinely 8:00am- 4:00pm; Monday through Friday</li> </ul>
<b>WORKPLACE CULTURE</b>	<ul style="list-style-type: none"> <li>• Flexible and family-friendly work environment</li> <li>• Opportunities for growth, personal development, and leadership</li> <li>• High levels of employee engagement</li> </ul>
<b>APPLICATION PROCESS</b>	Forward applications/resumes to Administrative Supports Director Jessica Stroup via email at <a href="mailto:j.stroup@perrydd.org">j.stroup@perrydd.org</a> . Employment Application is available at <a href="http://www.PerryDD.org">www.PerryDD.org</a> .