

**GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

NOTICE OF AVAILABLE POSITION

POSITION TITLE: **Service and Support Administrator – 40 hours/week**

RESPONSIBILITIES: Performs service coordination for assigned cases by assessing individual needs for services, facilitating the development of individual service plans, develops budgets for services based on the individual's assessed needs and preferred ways of meeting those needs and develops person centered goals as appropriate, Will Chair ISP and Special Team Meetings

Assist individuals with provider selections and ensure that services are effectively coordinated and provided by those providers.

Perform and assist in monitoring the implementation of individualized service plans.

Maintain client files as per procedures. Track and resolve consumer complaints. Respond to emergency situations that arise.

Reviews/assists with review of case specific Unusual and Major Unusual Incidents for trends and patterns and assists with solving problems identified. Review incident reports to discern need for intervention

Completes service documentation, paperwork, documents, and referrals in a timely manner.

QUALIFICATIONS: Bachelor's degree in related field.
Preferred experience in Supported Living and Waiver Services delivery system for Ohio.
Ability to communicate clearly and effectively.

SALARY/BENEFITS: Per Geauga DD Schedule

APPLICATION: To apply send resume to:

Human Resources
8200 Cedar Road, Chesterland, OH 44026
HR@geaugadd.org or fax 440-729-0131