

**GEAUGA COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

**NOTICE OF AVAILABLE POSITION**

**POSITION TITLE:**           **Service & Support Administrator**  
**Full Time – 40 Hours per week**  
**Flexible working hours to meet consumer needs**

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

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.

Track and resolve consumer complaints. Respond to emergency situations that arise. Make recommendations for referrals to community agencies and provide follow-up. Will be a point of contact from the consumer to his family or service provider.

**QUALIFICATIONS:**       Preferred 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 complete an application online at [www.geaugadd.org](http://www.geaugadd.org) or send resume to:

Human Resources  
Gauga County Board of DD  
8200 Cedar Road, Chesterland, OH 44026

[HR@geaugadd.org](mailto:HR@geaugadd.org)  
fax: 440-729-0131