

**GEAUGA COUNTY BOARD
DEVELOPMENTAL DISABILITIES**

NOTICE OF AVAILABLE POSITION

POSITION TITLE: **Service & Support Administrator Assistant**

RESPONSIBILITIES: Will function under the direction/oversight of the SSA Supervisor and/or designated SSA professional.

Shall perform/assist with service coordination & facilitates the development of the individual budget for waiver services.

Implementation of an established on-going system of monitoring the utilization of waiver services.

Shall perform a variety of support functions: Data entry of payment authorization, analysis of utilization reports, training of providers, and an understanding of Medicaid Waivers.

QUALIFICATIONS: High School Diploma.
Preferred experience with DD, MH, Medicaid Waivers, or related social service. Preferred experience in Brittco software.
Strong Math skills, diagnostic skills, and attention to detail

SALARY/BENEFITS: Per Geauga DD Schedule

APPLICATION: To apply send resume to:
Janice Chesnes, HR Coordinator
Gauga County Board of DD
8200 Cedar Road, Chesterland, OH 44026
Fax: 440-729-0131
hr@geugadd.org