

## **Job Opportunity: Service & Support Administrator (SSA)**

**POSTING DATE:** 6/25/2024 – Until Filled  
**POSITION & PROGRAM:** SSA – SSA Department

### **POSITION DESCRIPTION:**

This position is for a Service and Support Administrator (SSA) who focuses on facilitating, coordinating and continuously reviewing individualized plans for children and adults with developmental disabilities. These tasks promote the principles of self-determination and person-centered planning. Scheduled on-call responsibilities require the incumbent to be available to deal with urgent situations during non-business hours.

As an employee of the Miami County Board of Developmental Disabilities (Riverside), the job incumbent shall always comply with all Board policies, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by the Board and demonstrate sensitivity to diverse beliefs, cultures, values and family structures.

### **QUALIFICATIONS:**

- Bachelor's Degree in Human Services, Education, Social Work, Rehabilitation or closely related field
- Two (2) years of experience in developmental disabilities or other related social service position
- Possession of or ability to obtain and maintain Service & Support Administration registration and/or certification from the Ohio Department of Developmental Disabilities within the probationary period
- Must support the Person-Centered Philosophy
- Strong oral and written communication
- Competency in Microsoft Office applications
- Ability to abide by Riverside's Code of Conduct
- Satisfactory criminal background and Abuser Registry checks
- Satisfactory pre-employment drug test
- Possess valid State of Ohio driver's license

### **DUTIES:**

- Assesses individual needs for services; facilitates the development of individual service plans; participates in planning for budgets for services based on assessed needs and preferred ways of meeting those needs
- In collaboration with the designated liaison, assists individuals in making selections of providers. Ensures that services are effectively coordinated and provided by appropriate providers
- Establishes and implements an on-going system of continuous review related to the

implementation of individualized service plans. Incorporates the results of all reviews and identified trends and patterns into amendments of an individual's service plan. Reviews any Unusual and Major Unusual Incidents for trends and patterns and takes part in solving problems identified

- Provides service coordination and referrals to needed services and community resources. Discuss eligibility and share information about Riverside. Identify the path to employment and provide Employment Navigation or communicate with the Employment Navigator when appropriate
- Coordinates and maintains all facets of the Individualized Service Plan
- Completes service and training documentation in a timely manner. Completes all agency referrals in a timely manner.
- Performs 24-hour crisis intervention services as scheduled. Is always prepared for duty during designated rotations
- Performs other related duties as may be assigned

**HOURS:** Monday – Friday 8:00 a.m. – 4:00 p.m. and on-call as assigned

**SALARY:** \$23.67/hour or higher based on experience

**FLSA:** Non-Exempt from overtime

**BENEFITS:** Medical, Dental, Vision, OPERS Retirement, Life Insurance, Vacation, Sick, Personal, Holidays including your Birthday, Flexible Schedule

**TO APPLY:** Please submit applications/resumes

Email careers@riversidedd.org

US Mail/Hand Delivery 1625 Troy Sidney Road, Troy, OH 45373

Fax 937.332.3490

A Riverside application **must** be completed

Applications are located at [www.riversidedd.org](http://www.riversidedd.org) under the Careers tab

Riverside does not discriminate in provision of services or employment on the basis of race, religion, color, national origin, gender (including pregnancy or gender identity), sexual orientation, age, veteran status, disability or any other basis covered by appropriate law.