



Delaware County Board of Developmental Disabilities

To inspire, empower, and support people to achieve their full potential.

Notice of Available Position Service and Support Administrator

Job Duties:

Provide case coordination for individuals with developmental disabilities including, but not limited to, ISP development, service development including waivers, behavior management, budget coordination, and interagency coordination.

Requirements/Credentials:

Bachelor's degree in related field required; Master's degree preferred; eligible for Ohio Department of Developmental Disabilities Service and Support Administration certification. At least one (1) year of experience in developmental disabilities. Preferred experience with Waivers (I.O., Level One, and SELF), computer skills, Gatekeeper software, report writing, and plan/budget development.

Work Schedule:

8:00 a.m. to 4:30 p.m.; 260 days annually
Schedule will need to be flexible

Pay Range:

\$39,412 - \$65,686
Depending on experience, education and credentials

Work Location:

7991 Columbus Pike, Lewis Center, OH

Position Available:

Immediately

Application Deadline:

October 6, 2017

Apply by Submitting:

<http://www.co.delaware.oh.us/>
Only online applications will be accepted

For questions contact:

Cheryl Smart
Director of Support Services
Delaware County Board of Developmental Disabilities
Cheryl.Smart@dcbdd.org
No phone calls, please

Working conditions may exist that do not normally exist in the occupation of a public employee. These conditions may include exposure to blood-borne pathogens, communicable diseases, potential infectious materials, hazardous chemicals and/or aggressive behavior.

An Equal Opportunity Employer and Service Provider