



POSITION POSTING

Position: Service & Support Administrator
Full-Time Permanent, Classified Position

Apply to: Clinton County Board of DD
Administration
180 E. Sugartree Street
P.O. Box 781
Wilmington, Ohio 45177

Availability: On or after September 8, 2025

Starting Salary Range: \$22.00 - \$28.60 per hour with Associate's Degree
\$24.23 - \$31.50 per hour with Bachelor's Degree

Deadline for Application: August 15, 2025

Internal applicants must submit a resume and letter of interest directly to Kyle Lewis, Superintendent. External applicants must complete an application to be considered for employment. Applications are available online at <https://co.clinton.oh.us/boardofdd/> or at the Board office. Applications should be submitted to the attention of Christy Roberts, Fiscal Clerk in person or by email croberts@clintondd.org.

Qualifications:

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An acceptable qualification includes but is not limited to:

Completion of an Associate's Degree [Bachelor's Degree preferred] in an area relating to habilitation or rehabilitation programming including coursework and trainings required by the Ohio Department of Developmental Disabilities, and 2 years' experience in direct programming for individuals with developmental disabilities.

Applicant must be twenty-one years or older. Applicant must be insurable and remain insurable throughout the course of employment by Clinton County DD's insurance. Employee must provide proof of personal vehicle insurance coverage upon initial employment and then throughout the course of employment as required. A conditionally hired employee must pass a post-offer drug test as a condition of continued employment, and then is required to remain substance abuse free and to submit to alcohol and drug testing in accordance with the Clinton County policy throughout the course of employment. An employee is required to submit to background checks as a condition of initial and continued employment, as specified by Board policy. A conditionally hired employee is required to document his or her identity and employment eligibility within 3 days of original appointment in compliance with Immigration Reform & Control Act requirements. Employee must comply with all Board policies and applicable requirements, and perform the job to performance standards throughout the course of employment. Possession of a required license, registration or certification.

Posting Dates: Internal & External August 4, 2025

Job Responsibilities:

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below and any other duties required. Reasonable accommodations that do not create an undue hardship are made for a person who is disabled as prescribed by the Americans With Disabilities Act.

Assesses and coordinates individuals' needs for services for work and home settings, including but not limited to eligibility, waiver and determinative services. Analyzes referrals to screen to determine appropriateness of services provided by the agency, and as makes referrals to appropriate alternative resources as necessary.

Updates needs as identified on an on-going basis, and completes referrals as needed and identified.

Develops Individual Service Plans and budget for services using person centered planning techniques and self-determination principles for individual choice. Maintains responsibility implementation and coordination of ISP process.

Updates and revises ISP's as needed prior to annual addendum.

Establishes and implements an ongoing system of coordination, monitoring and implementation of ISP services to achieve consistent implementation and desired outcomes.

Assists with and ensures due process of persons served, and assists in resolution of complaints.

Assists in provider selection process, provides technical assistance to providers, and assists in resolving provider non-compliance issues.

Ensures that each individual has representation, advocacy, guidance, and assistance related to day- to-day coordination of services in accordance with the ISP.

Cooperates with and provides information during MUI/UI investigations.

Maintains responsibility for service quality assurance coordination and follow-up.

Processes Targeted Case Management [TCM] billings for Medicare reimbursement of allowable services provided.

Provides training for providers and staff, and provides technical assistance and training to families as needed.

Performs other duties and projects as assigned to meet the Ohio Dept. of DD Accreditation Standards, Ohio Dept. of DD rules and regulations.

Works an on-call rotation schedule to intervene in emergency situations.

Maintains records in accordance with OAC rules and regulations.

Travels on site to perform job responsibilities. Attends trainings as required to acquire and maintain credential and remain up-to-date on issues relative to completion of job responsibilities. Visits homes of persons served and travels to community settings, agencies and other locations to perform essential duties.

Maintains and complies with confidentiality principles and standards.

Exhibits regular and predictable attendance.

Clinton County Board of Developmental Disabilities is an Equal Opportunity Employer