

**FAYETTE COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
SERVICE AND SUPPORT ADMINISTRATOR**

FCBDD is now accepting applications/resumes for a Service and Support Administrator. The position may be temporary, helping to fill a vacancy of a staff member on a long term leave. Under the general supervision of the Director of Service and Support Administration, this position is responsible for the development of a person-centered plan for individuals that promotes self-determination. Assists individuals and their families/guardians to explore and obtain services and supports from a variety of sources. Assures that services delivered are in compliance with Federal, State, local rules, regulations, statutes, standards, as well as Board policy, regulations and procedures and related Operating Plans. Bachelor's degree in a related field and (3) years experience in coordinating services in DD or related human services preferred. You must possess or be willing to obtain and maintain certification from Ohio Department of Developmental Disabilities; applicants should have working knowledge of persons with disabilities. Individual must be able to pass criminal background checks as required by the Ohio Revised Code; have a valid Ohio driver's license, current motor vehicle insurance with a clean driving record. Must be able to pass a pre-employment physical (including a TB screening) and drug screen. This position has a 180-day probationary period following first day full time employment. FCBDD is an EOE employer.

Please send resume to Fayette County Board of DD, 1330 Robinson Road SE, Washington Court House, Ohio 43160. Attention to Elizabeth Brennfleck, HR Director. No telephone calls please.

11/5/2018