HIGHLAND COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

SERVICE AND SUPPORT ADMINISTRATOR

HCBDD is now accepting applications/resumes' for a full time Service and Support Administrator. Under the general supervision of the Service and Support Administration Director, this position is responsible for the development of a person-centered plan for individuals that promotes self-determination, assist individuals and their families/guardians to explore and obtain services and supports from a variety of sources and assure 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 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 and first aide/CPR training. Applicants should have working knowledge of persons with disabilities.

180 day probation period must be completed. Individual must be able to pass BCI and FBI criminal background checks as required by the Ohio Revised Code; pass a pre-employment drug screen, physical and TB test, and have a valid Ohio driver's license with a clean driving record and a satisfactory MVR score. HCBDD and is an EOE employer. Information about this position and employment applications can be found on our website www.highdd.org. Please send employment application, resume, and cover letter including salary requirements via email to ebrennfleck@highdd.org. No telephone calls please.

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6/21/17