Service and Support Administrator Case Worker

The mission of the Fayette County Board of Developmental Disabilities is to offer programs and coordinate available services so that the people we serve may realize their dreams and actively contribute to their community. Our vision is to empower people to be the best version of themselves. Our values are teamwork, dedication, respect, and integrity.

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 with developmental disabilities 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 follow Federal, State, local rules, regulations, statutes, standards, as well as Board policy, regulations and procedures and related Operating Plans. A 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 a working knowledge of persons with disabilities. Individual must be able to pass criminal background checks as required by the Ohio Revise 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. The FCBDD is a drug-free workplace which prohibits the use of marijuana (recreational marijuana and medical cannabis).   The FCBDD is not authorized to hire immediate family members of current Board members or immediate family members of County Commissioners.

Please submit your resume and application via the smartrecruiters website at: https://smrtr.io/jHsRj

March 13, 2024