

To apply for this position, submit cover letter and resume along with a completed application by 9/29/17 to: LCBDD 1851 St. Rt. 47 W. Bellefontaine Ohio 43311 Attn: Deb Morrison Human Resource Director Applications can be picked up in our office or printed off our website www.logancbdd.org.

THE LOGAN COUNTY BOARD OF DEVELOPMENTAL DISABILITIES POSITION DESCRIPTION

**Job Classification: SERVICES AND SUPPORT ADMINISTRATOR (BA)
(CASE MANAGER)**

REGULAR HOURS OF WORK: 8:00 A.M. to 4:00 P.M.
(flexible hours depending on job demands)
250 Days

PAY RANGE \$18.13 to \$28.13

IMMEDIATE SUPERVISOR: Support Services Director

SPECIFICATIONS: Provides service and support administration for eligible individuals with developmental disabilities. Work is performed at the agency facility and in the community under the scheduling and directions of the Support Services Director.

As an employee of the Logan County Board of Developmental Disabilities, the job incumbent shall comply with all Board policy at all times, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by our agency, demonstrates the upmost confidentiality of all information, and demonstrate cultural sensitivity to diversity of beliefs, values and family structures.

<u>DUTIES</u>	6%	Determines eligibility for county board services for those 6 yrs and older, and may refer to additional appropriate service providers
	2%	Responds to requests for information or referral

without eligibility determination

- 5% Coordinate assessments of the individual identifying needs, and supports that promote the individual's rights, self determination, physical, emotional and material well-being, personal development, relationships and social inclusion.
- 12% Ensures involvement with other agencies that will impact the life of the eligible individual without duplication of services; will monitor to assure services are provided & coordinated effectively and in a timely fashion
- 5% Responds to crisis situations on a 24 hour basis to assist with providing any needed services
- 25% Reviews assessments and develops individual service plans using person centered planning and focusing on community inclusion. Facilitates team meetings; identifying individual's needs, supports and services. Establishes budgets for their services based on the individual's needs. Complete forms and on line tools to enroll individuals on Medicaid waivers.
- 2% Assists individuals in making selections from the service providers they have interviewed
- 8% Monitors the implementation of individual service plans to assure consistency and desired outcomes for the individual
- 5% Provides direct service monitoring to individuals living independently by making periodic visits to the residence as deemed appropriate
- 5% Performs quality assurance reviews
- 6% Monitors reports of Major Unusual Incidents and Unusual Incidents in accordance with Department of DD rules and guidelines; monitors for trends and patterns and amends individual service plans as necessary

- 15% Prepares, writes and completes forms, reports, correspondence, case notes, other related material; maintains and updates client files as required; completes documentation for TCM billing
- 1% Participates in the development and expansion of community resources for individuals with developmental disabilities
- 1% Consults with and advises residential administrators, provides staff education and staff training; assists in program design and implementation
- 2% Consults with service providers to improve or expand existing services; participates in public relations activities to promote support and awareness of case management services
- 1% As necessary employee shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques
- 1% Performs other assigned duties related to the position

QUALIFICATIONS:

Bachelor's Degree in Social Services field and preferred experience in developmental disabilities.
Ohio Department of DD Services and Support Administration Registration/Certification
Valid driver's license

May be requested to lift, carry, and move enrollees, including children, adolescents, and adults in a safe manner, according to in-service training. May be required to work flexible hours based on service needs.

Updated 4/2016

FLSA: Non-Exempt hourly position

PROBATIONARY PERIOD: One Year

STATUS: Classified Service

***NOTE:** Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to blood borne pathogens, communicable disease, potentially infectious materials, and/or aggressive behavior.

I acknowledge that I have received a copy of the Service and Support Administrator(BA) Position Description; I have read the Job Duties, Qualifications, Conditions, Essential Functions, Knowledge/Skills/Abilities of this position; I attest that I meet all requirements and I am able to perform the job duties of this position.

The position accurately reflects the nature of the duties which I will be expected to perform, the number of days and hours that I am expected to work, with reasonable assurance of work after scheduled unpaid break days.

I hereby understand that my position is that of a Service and Support Administrator (Case Manager) and that I can be assigned to any Service and Support Administrator position within the agency.

Employee Signature:

Date: _____

The LCBDD does not discriminate in provision of services or employment because of handicap, race, color, creed, national origin, sex or age.

Services and Support Administration BA
(CASE MANAGER)

Essential Functions

For Purposes of 42 USC 12101 and OAC 4112-5-08:

1. Prepares and maintains plans, records, reports, assessments, and evaluations.
2. Provides case management services to enrollees.
3. Assists, consults with, and trains staff, families and others.
4. Measures, assesses, and interprets results of skills, abilities and disabilities.
5. Attends and participates in conferences, meetings, workshops, and seminars.
6. Communicates with parents, families, and staff.
7. Interprets and complies with applicable laws, regulations, policies, and professional ethical standards.
8. Lifts, carries and moves enrollees as needed.
9. Maintains required certifications/degrees/licenses.
10. Travels to homes and educational settings identified in enrollee programs.
11. Demonstrates regular and predictable attendance.
12. Shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders, through the utilization of protective equipment and decontamination techniques.
13. Provides 24-hour services as needed.