

**Please post 03/06/18 through 3/16/18**

**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** \$17.13 to \$26.69

**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.

<b><u>DUTIES</u></b>	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 3/2018

**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.

If Interested please submit letter of intent with cover letter and resume to Human Resources by 3/16/18.

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