



FULL-TIME POSITION AVAILABLE

SSA MANAGER

The mission of the Erie County Board of Developmental Disabilities is to inspire, empower and support individuals and their families.

We are seeking to fill a SSA Manager position. The SSA manager directly supervises Service and Support Administrators (SSAs).

The SSA department in Erie County supports 600 individuals. We currently have 22 SSAs, 2 SSA Managers and a Director.

Job Duties include:

- Selects, schedules, instructs, supervises and evaluates Service & Support Administrators (SSA). Makes recommendations regarding hiring, promotions, discipline, and dismissal to the Director of Individual and Family Supports.
- Ensures coverage during staff absences and leaves. Provides leadership and ongoing direction in the philosophy and mission of Service and Support Administration and all of the duties of Medicaid waiver administration.
- Ensures all services of the SSA Unit are in compliance with Medicaid waiver requirements.
- Supervises, coordinates, and monitors SSA services to ensure that all functions of Service and Support Administration are in compliance with all local, state, and federal regulations.
- Ensures all Individual Service Plans (ISPs) and related documents are completed timely/accurately and are in compliance with all applicable requirements, including Medicaid waiver requirements. Ensures fiscal accuracy of all Individual Plans.
- Ensures all services of the SSA Unit are in compliance with Medicaid waiver requirements.
- Establishes and maintains a close working relationship with community agencies, including Medicaid waiver providers. Provides ongoing support and technical assistance to all providers. Advocates for changes as necessary and problem solves for all interested parties. Participates in stakeholder meetings, work groups, rule development and review groups as requested.
- Reviews and provides ongoing analysis of Medicaid waiver plans, assessments, residential needs, rates, ratios, funding ranges and financial impact of Medicaid waiver services. Maintains proficient knowledge of the AAI, ODDP, MSS, LOC and other related tools necessary for the effective implementation of the Medicaid waiver reimbursement system.
- Reviews and provides ongoing analysis of Individual Support Plans, assessments, residential needs, rates, ratios, funding ranges and financial impact of services. Maintains proficient knowledge of related tools necessary for the effective implementation of the individual support/budget system.



- Assists the Director of Individual and Family Supports in the development of policy.
- Develops/revises procedures related to the provision of Service and Support Administration services and administration of Medicaid waiver services and recommends for approval by the Director of Individual and Family Supports. Implements policy established by the Board and participates in long and short-term planning for Service and Support Administration.
- Maintains and assists in the coordination of the County Board Waiting List. Assists Director of Individual and Family Supports in determining Medicaid waiver enrollment.
- Monitor completion of written Individuals Service Plan [ISP] in accordance with applicable regulations.
- Maintain a knowledge of the computer system where TCM's, forms, plans, and other tools utilized by the SSA unit, are housed within the agency. Input necessary changes to these tools into the system used.
- Expedite transfer of individuals into an ICF/IDD or skill nursing facility in accordance with Ohio R.C.5126.042 et seq.
- Maintains ongoing communication with individuals and families. Promotes good public relations and public awareness of the needs and abilities of individuals served by the ECBDD.
- Monitors the ongoing system for program evaluation and projections for future services

Qualifications:

- Bachelor's degree (B. A.) from four-year college or university; and at least four years of full-time (or equivalent part-time), supervised, paid work experience in programs or services for individuals with developmental disabilities

Compensation/Benefits

- Salary: Commensurate with experience
- Medical, Dental, and Vision Insurance – eligible to enroll date of hire
- OPERS Retirement system
- Vacation, sick, personal time.
- 15 paid holidays each year
- Flexible work schedule with remote work options

To apply email your resume to Human Resources at bschanke@eriecbdd.org