



FULL-TIME POSITION AVAILABLE

Service and Support Administrator (SSA)

JOB POSTING

Duties Include (but are not limited to):

- Assess individual needs for services.
- Develop individual service plans (ISP) and budgets with active participation of the individual to be served, other persons selected by the individuals and when applicable, the provider selected by the individual and present the plan to the team for approval.
- Establish person-centered, individual budgets for services based on the individual's assessed needs and preferred ways of meeting those needs and present the budget to administration for approval.
- Ensure that services are effectively coordinated and provided by appropriate providers.
- Incorporate the results of quality assurance reviews. for the purpose of improving and enhancing the quality and appropriateness of services rendered to the individual.
- Identified trends and patterns of unusual incidents and major unusual incidents into revisions of an individual's service plan (ISP) for the purpose of improving and enhancing the quality and appropriateness of services rendered to the individual.
- Provide on a continuing basis, the individual with representation, advocacy, advice and assistance related to the day-to-day coordination of services in accordance with the individual's service plan.
- Assure the updating of records, including but not limited to the official waiver records, contained in the individual's file (Individual Service Plan (ISP), TCM, Emails, Medical Reports, , Evaluations, Documentations, Permanent Records, Waiver Correspondence, Incident Reports, and other required sections).
- Complete Targeted Case Management Documentation (TCM). Ensure completed TCM documentation is filed in applicable individual's record. Use designated computer software programs, as identified by the Board, for duties such as, but not limited to, service planning, documentation, record keeping,

Qualifications:

- Bachelors' degree required. Experience in the field of DD preferred but not required.
- Must maintain valid Ohio Driver's License, proof of personal vehicle insurance and complete BCI Background check.



Compensation/Benefits

- \$19.24 per hour
- Sick, Vacation, Personal and Holiday Time
- OPERS Retirement, Medical, Dental, and Vision Insurance
- Eligible for Medical, Dental, and Vision insurance upon hire

Contact

Candidates should submit resume to Beth Schanke, Director of Human Resources via email bschanke@eriecbdd.org