FULL-TIME POSITION AVAILBLE

Service and Support Administrator (SSA)

We are a group of people who are compassionate about what we do. This position provides case management to individuals with developmental disabilities and is known as a Service and Support Administrator (SSA. This position is an incredibly important part of our organization that helps people with disabilities reach their dreams and life goals. Our team likes to have fun with parties, potlucks, games and celebrations!

HERE'S WHAT YOU'D BE RESPONSIBLE FOR:

- Meeting with individuals and their team to come up with a plan to outline their likes, what is important to/for them, their goals and a plan to work on their goals
- Monitoring the services they receive from providers
- Completing progress notes to document the services you provide

WHAT WE HAVE TO OFFER:

- Flexible schedule
- Some availability to work remote and compressed work week after training period
- Supportive and collaborative work environment
- Public Employee's Retirement Benefits
- Opportunities to grow and advance
- Health/Dental/Vision/Life/EAP
- Paid time off; 15 paid holidays each year, vacation, sick & personal
- Starting at $23.00 per hour

WHAT DO YOU NEED TO HAVE

- Bachelor's Degree required
- Great organizational and time management skills
- Great communication and collaboration skills

Contact: Submit resume to Human Resources via email bschanke@eriecbdd.org