



Position Available

Date Posted: February 14, 2023

Closing Date: until filled

Position Title:	Service Coordinator	Reports To:	SSA Manager
Division:	Service and Support Administration	Civil Service Status:	Classified
Salary	\$20.42 - \$23.48 (\$42, 473.60 - \$48,838.40 annually)	FLSA Status:	Non-Exempt (40 Hours Per Week)

QUALIFICATIONS: Bachelor's degree in related field.

LICENSURE OR CERTIFICATION REQUIREMENTS: ODODD Service and Support Administration

EMPLOYMENT REQUIREMENTS:

Must pass a medical fitness for duty examination including chemical dependency test; must pass criminal background check; valid driver's license with less than six (6) points on BMV report; must possess and provide proof of current auto insurance coverage pursuant to agency policy; must complete all Public School Works employee training as per Employee Safety Training Guide (may be acquired after employment).

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

Provide Service and Support Administration services as defined in Ohio Administrative Code 5123-4-02; Primary point of coordination that is responsible to an individual for the effective development, implementation, and coordination of the Individual Service Plan (ISP); implements and practices Person-Centered Planning directed by an individual and others chosen by the individual to identify the individual's unique strengths, interests, abilities, preferences, resources, and desired outcomes as they relate to the individual's support needs; assess the needs for services for individual's served at the initial request for services and at least annually thereafter; ensure assessment information is incorporated in ISP; develop and revise the individual's ISP; ensure the active participation of the individual served in the ISP development or revision; ensure the ISP focuses on the individual's strengths, interests and talents; integrates all sources of supports into the ISP; establish the individual's budget for services.

Coordinates/monitor services – Ensure the individual's services are effectively coordinated and provided by appropriate providers; monitor the implementation of the individual's ISP, which may include behavior support monitoring, emergency intervention, identifying trends and patterns of unusual and major unusual incidents; assists individuals, as necessary to work with their provider(s) to resolve concerns involving direct support staff assigned to work with them; completes monitoring quarterly home visits for individuals receiving Service Coordination services.

Obtains and completes all forms and paperwork as required; maintains Targeted Case Management Billing and associated documentation at the current WCBDD efficiency rate.

Provider selection – Assist the individual in choosing providers by following Free Choice of Provider, Ohio Administrative Rule 5123:2-9-11

Performs activities related to obtaining and maintaining Home and Community Based Waivers including: preparation, review and approval of initial waiver applications and re-determination packets.

Performs on-call emergency response system duties by serving as the Service Coordinator on-call at a designated period of time. During the designated period, will be available twenty-four-hours per day, seven days per week to provide immediate response to an unanticipated event that requires an immediate change in an individual's existing situation and/or individual service plan to ensure health and safety.

Operates personal and county vehicles to and from residential placements and day program sites; transports individuals served, if necessary. Attends to physical needs of individuals as necessary, lifts, positions, and moves individuals in a safe manner, according to in-service training, using proper lifting techniques.

Performs other related duties as required or assigned

APPLICATION PROCEDURE:

Submit an application for employment to:

[Click Here](#)

Warren County Board of Developmental Disabilities

42 Kings Way

Lebanon, Ohio 45036

www.warrencountydd.org

E-Mail: employment@warrencountydd.org

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