



PORTAGE COUNTY BOARD OF
**DEVELOPMENTAL
DISABILITIES**

Making the difference in meeting lifelong needs

POSITION ANNOUNCEMENT

DEPARTMENT: SERVICE & SUPPORT ADMINISTRATION
POSITION: SERVICE & SUPPORT ADMINISTRATOR
IMMEDIATE SUPERVISOR: DIRECTOR OF SERVICE & SUPPORT ADMINISTRATION
HOURS: 37.5 HOURS PER WEEK 7.5 HOURS PER DAY 240 DAYS
SALARY: COMMENSURATE WITH QUALIFICATIONS AND EXPERIENCE ON SALARY SCHEDULE PER PCEAMR UNIT B

PRIMARY FUNCTION: Perform SSA functions as a single point of accountability for each individual receiving service and support administration in accordance with ORC 5126.15 and OAC 5123:2-1-11

QUALIFICATIONS:

- Bachelor's Degree from an accredited college/university
 - Have or be eligible for Ohio Department of DD Service and Support Administrator Level Certification
 - Three (3) years employment serving persons with developmental disabilities and/or casework including service plan development and implementation preferred
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SUBMIT COMPLETED APPLICATION TO: HUMAN RESOURCES
PORTAGE COUNTY BOARD OF DD
DENNIS M. COBLE ADMINISTRATION BUILDING
2606 BRADY LAKE ROAD
RAVENNA, OH 44266
330-297-4108
330-297-1202 (FAX)

COMPLETE AN APPLICATION AT THE ABOVE LOCATION OR DOWNLOAD AT
http://www.portagedd.org/files/PCBDD_Employment_Application.pdf

IN-HOUSE APPLICANTS: COMPLETE LETTER OF INTENT WITH UPDATED RESUME
(AVAILABLE IN THE HR DEPARTMENT)

COMMENSURATE

POSTING DATE: JUNE 8, 2018
DEADLINE: JUNE 22, 2018 4:00 PM

NOTE: ALL EMPLOYMENT OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A PRE-EMPLOYMENT DRUG AND ALCOHOL TEST, BACKGROUND CHECK, BMV ABSTRACT, AND PHYSICAL PRIOR TO BEING HIRED.

PCBDD DOES NOT DISCRIMINATE IN EMPLOYMENT BASED ON HANDICAP, RACE, COLOR, CREED, NATIONAL ORIGIN, SEX, OR AGE.