

POSITION TITLE: **SERVICE AND SUPPORT ADMINISTRATOR (SSA)**

QUALIFICATIONS: Bachelor's Degree in Social Work or related field, Master's degree preferred  
Has or qualifies for Service & Support Administration Certification  
Minimum of two years of experience in the developmental disabilities field and at least two years in ISP development and/or waiver development  
Experience with Medicaid-related programs and knowledge of community resources desired  
Excellent interpersonal communication skill required  
Valid First Aid and CPR certification preferred  
Freedom from substance abuse  
Satisfactory BCI check (Bureau of Criminal Investigation)

CLASSIFICATION: Full time professional position, classified  
12 months per year, 254 days  
Probationary period 300 calendar days  
Primarily 8:00 a.m. to 4:00 p.m., flexibility required  
Eligible for overtime

PRIMARY FUNCTION: To coordinate services for individuals with developmental disabilities who receive residential funding and board services, coordinate assessments and meetings to define needs of the individual and develop plans to meet needs including assessment of service delivery

WORK PERFORMED:

- \*1) Establish an individual's eligibility for the services of the county Board including developmental disability profile, level of care, or other related assessments.
- \*2) Assess individual needs for services.
- \*3) Develop individual service plans (ISPs) with the active participation of the individual to be served, appropriate day programming staff, residential providers and other persons selected by the individual.
- \*4) Recommend the plans for approval by the Ohio Department of Developmental Disabilities when services included in the plans are funded through Medicaid.
- \*5) Establish budgets for services based on the individual's assessed needs and in the most cost effective way of meeting those needs.
- \*6) Assist individuals in making selections from among the providers they have chosen.
- \*7) Ensure that services are effectively coordinated and provided by appropriate providers.
- \*8) Establish and implement an ongoing system of monitoring the implementation of individual service plans to achieve consistent implementation of the desired outcomes for the individual.

- \*9) Perform quality assurance reviews as a distinct function of service and support administration in conjunction with WestCON.
- \*10) Incorporate the results of quality assurance reviews and identified trends and patterns of unusual incidents.
- \*11) Ensure that each individual receiving services has a designated person who is responsible on a continuing basis for providing the individual with representation, advocacy, advice and assistance for service coordination.
- \*12) Provide a variety of monitoring activities including home visits, maintaining case files, providing ongoing personal contact, coordinating ISP meetings, monitor reporting of unusual incidents and major unusual incidents.
- 13) Participate in trainings and staff meetings as established by the supervisor
- 14) Performs other related duties as assigned.

\* = Essential function

PHYSICAL

REQUIREMENTS:

- 1) Standing or sitting for periods which may exceed one hour.
- 2) Lift or carry items weighing up to 50 pounds occasionally.
- 3) Simple grasping, light pushing/pulling and/or fine manipulation of left and right hands.
- 4) Reach above shoulders frequently, both sides.

SUPERVISION RECEIVED:      SSA Manager

**Note:** Working conditions may exist that are not such as normally exist in the occupation of the public employee. These conditions may include exposure to bloodborne pathogens, communicable disease, potentially infectious materials, and/or aggressive behavior.

Revised January 2016

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Employee signature

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Date