



SERVICE AND SUPPORT ADMINISTRATOR (SSA)

FULL-TIME POSITION AVAILABLE

JOB POSTING

Summary of Duties: Serves as the primary point of coordination for individuals on their caseload. Provides Targeted Case Management (TCM); responsible for developing, monitoring and coordinating Individual Service Plan (ISP).

Duties Include:

- Serves as primary contact for individuals on their caseload.
- Works with providers and families to determine staffing ratios and complete funding authorization.
- Facilitates planning meetings for individuals and uses person centered planning, develop, review, and revise the ISP.
- Coordinates and monitor services needed by individuals according to their ISP.
- Monitors individual budgets and person centered planning.
- Maintains waiver eligibility and Medicaid eligibility.
- Establishes and maintains confidential and cooperative relationships with individuals and related agencies.
- Coordinates services with other social service agencies.
- Appropriately balances an individual's right to privacy with others' need to know sensitive information about individuals served.
- Assists families/individuals with provider selection process.
- Assists the individual to engage in meaningful and productive community activities.
- Completes TCM forms in a timely manner.
- Attends and participates in in-service training sessions, staff meetings, etc.

Qualifications:

Bachelor's degree (B. A.) from a four-year college or university; and one to two years related experience and/or training. Must be able to obtain and maintain DODD certification.

Must maintain valid Ohio Driver's License, proof of personal vehicle insurance and complete FBI/BCI Background check.



Compensation/Benefits

- \$18.587 per hour (35 hours per week)
- OPERS Retirement system
- Sick, Vacation and Personal Time
- Medical, Dental, and Vision Insurance

Contact

Candidates should submit a cover letter and resume to Beth Schanke, HR Coordinator via email bschanke@clearwatercog.org or fax to 419-663-2321