

**GUERNSEY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
POSITION DESCRIPTION**

**COMMUNITY CONNECTIONS**

**Regular Hours of Work:** 8:00 a.m. to 4:00 p.m.  
\*Hours are flexible as approved by the Superintendent and may not remain constant  
\*follows a 238 annual work days plus (+) 11 state holidays

**Immediate Supervisor:** Community Relations/Special Projects Coordinator  
Superintendent or his/her designee

**Department:** Administration

**Qualifications:**

- An Associates Degree in a related field is preferred.
- Must have computer experience and possess the ability to type, file, operate office machines, and to work without direct supervision.
- Knowledge of computer operations, word processor, financial spreadsheets, and databases.
- Good oral and written communication skills required.
- Must have personal transportation available during working hours.
- Must maintain a valid Ohio driver's license and maintain a status of insurability for motor vehicle insurance with the county's insurance carrier.
- Must maintain insurance coverage on personal vehicles used in the performance of job duties for the Board in accordance with Board Policy.
- Must be able to physically maneuver persons who are handicapped and/or non-ambulatory.
- Must obtain C.P.R. and First Aid certification within six (6) months of employment and maintain those certifications throughout the term of employment.
- Employment contingent upon successful completion of a satisfactory report of the State Bureau of Criminal Identification and Investigation and/or County or Local Law Enforcement Agency as required by Section 5123.081, Ohio Revised Code and a physical examination including a drug and alcohol screening.

**FLSA:** Overtime Non-Exempt

**Status:** Classified

**Probationary Period:** 365 Days

**Essential Functions and Responsibilities:**

- Responsible for serving as Club Sports Coordinator and Special Olympics Liaison
  - Responsible for coordination of Club Basketball and Track for the school districts in Guernsey County.
  - Responsible for contacting the Special Ed Coordinators in each school district to line up who will be coaching basketball and making sure the coaches have linked with the

Special Olympics Coordinator in Guernsey for the coaches requirements through Special Olympics.

- Responsible for providing the Special Ed Coordinators, Coaches, and SSA's athlete information for sign-ups for Special Olympics.
- Responsible for ensuring that all athletes have the appropriate paperwork and athletes are approved for competition with the local Special Olympics Coordinator.
- Responsible for providing the athlete roster for each district containing the athletes that have completed all required forms.
- Responsible for requesting a coaching stipend (not to exceed \$1200) from GCBDD in October and February for Club Sports.
- Responsible for meeting with coaches prior to the first competition to track matches and coordinate referee payment; as well as complete purchase requisitions for payment for referees.
- Responsible for ensuring coaches have uniforms for all athletes and ordering uniforms if needed for competition.
- Responsible for contacting the Special Ed Coordinators in each district to line up who will be coaching track and ensuring the coaches have linked with the local Special Olympics Coordinator for coaches requirements.
- Responsible for developing Special Olympic Champion schools in the public school and for developing partnerships for SO Champion partners for summer and after school camps.
- Responsible for serving as the Good Life Facilitator to promote personal growth and good relationships and collaborations for staff and affiliates.
- Responsible for providing Good Life and Charting the Life Course curriculum for students in public elementary, middle and high schools.
- Responsible for assisting the Community Relations/Special Projects Coordinator in special projects as assigned.
- Responsible for planning, developing, and providing information on community connections and projected needs for services.
- Responsible for creating a positive awareness of service needs and resources within the community.
- Responsible for promoting and supporting communication between individuals, families, staff, providers, agencies, and the community.
- May act as receptionist for the Guernsey County Board of DD. This may include, but is not limited to, operation of multi-line telephone system, routing of calls and messages to proper individuals, and greeting visitors.
- Must understand and practice professional ethics of a public employee.
- Is considered a confidential employee and must keep the information and materials upon which he/she may come in contact with confidential.
- Ability to cope with stressful situations as related to individuals with developmental disabilities.
- Model at all times, appropriate social and moral behavior as a public service employee directly responsible for the service to individuals with developmental disabilities as supported by public monies and not be under the influence of alcohol or narcotic drugs.
- Participate in in-service training sessions.
- Knowledge of HIPAA Regulations as they relate to the County Board.
- Is a mandated reporter for all reports of abuse, neglect, and exploitation/misappropriation for all children and adults aged, blind and/or disabled.

- Must report all Unusual Incidents (UI) and Major Unusual Incidents (MUI) as outlined in the MUI procedures and report suspected or actual abuse/neglect instances to Supervisor and/or SSA on-call.
- Promote good public relations with parents, advocates, community organizations, professionals, and other interested parties.
- May be required to transport individuals that we serve and/or their families.
- Will perform any and all duties as required and/or directed by the Community Relations/Special Projects Coordinator, Superintendent or the Superintendent's designee.

**NOTE:**

Working conditions may exist that do not normally exist in the occupation of the public employee. These conditions may include exposure to blood-borne pathogens, communicable disease, potentially infectious materials and/or aggressive or other maladaptive behaviors.

Program operates on twelve (12) months per year.

Normal program hours may be: 1,992 plus (+) more or less

Normal program operations usually include 238 days plus (+) the board celebrates 11 state holidays.

This figure is not a guarantee to any employee that he/she shall work that number of hours.

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**The Guernsey County Board of DD does not discriminate in provision of services or employment because of race, color, religion, gender, national origin, age, military status, genetic information, sexual orientation, gender identity, Family and Medical Leave, protected veteran status or other protected by law.**

**Specifications:**

As an employee of the Guernsey County Board of Developmental Disabilities, I agree to comply with all Board policies at all time and shall demonstrate respect for, support dignity of and observe the rights of all individuals served by the agency.

I will work to ensure and maintain effective relationships with other employees, program participants, parents/guardians and state and local community service agencies.

I will adhere to all local, state and federal laws and Guernsey County Board of Developmental Disabilities policies and procedures.

I have read the position description and understand the above statements are intended to describe the general nature and level of work required for this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required. I understand I will be expected to perform these duties and the number of days and hours that I am expected to work. I further acknowledge that I have been instructed on how to access the Guernsey County Board of DD policies and procedures, including the Compliance Plan, and agree to abide by its contents. I acknowledge that I am required to remain substance free.

Finally, I understand that I am required to submit to background checks as a condition of initial and continued employment as specified by board policy.

Name of Employee

Date

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Appointing Authority

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Date