

Position Adopted: 09/17/02
Position Amended: 06/16/05
Position Amended: 01/27/11
Position Amended: 08/20/20
Position Amended: 05/19/22

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

SERVICE AND SUPPORT ADMINISTRATION

Regular Hours of Work: 7:30 a.m. to 3:30 p.m.
*Hours are flexible as approved by the Superintendent and may not remain constant; including evenings and weekends.
*May include rotation of on call 24 hours per day, 7 days per week
*follows a 238 annual work days plus (+) 11 state holidays

Immediate Supervisor: Director of Service and Support Administration and Medicaid Superintendent or his/her designee

Department: Service and Support Administration

Qualifications:

- Minimum Associates degree required in social work, education, special education or related field. (Bachelor's Degree must be obtained within four (4) years upon hire).
- Certification for Service and Support Administration professional level as issued by Ohio Department of Developmental Disabilities per Section 5123:2-5-01 of Administrative Code.
- Must maintain certification throughout the term of employment.
- Must have the ability to read and understand specifications, knowledgeable in Ohio County Government functions and procedures.
- 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:

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- Arranges for or ensures coordination across agency and professional lines to develop and attain services/outcomes for individuals with developmental disabilities and ensures that services (i.e., information and referral, service placement, service coordination, crisis intervention, advocacy and service monitoring) are accessible or provided to all eligible individuals.
- Coordination of resources across agency and professional lines to develop and attain needed or desired individual's goals, objectives or services with maximum individual/family participation in order to maximize the quality of life of the individual served in the least-restrictive manner.
- Serves as the Primary Point of Coordination for individuals with developmental disabilities to ensure a continuum of services by:
 - Assessing the individual's need for services,
 - Developing and revising the individual's ISP,
 - Establishing the individual's budget for services,
 - Assisting the individual in choosing providers,
 - Ensuring that the individual's services are effectively coordinated and provided by appropriate providers,
 - Monitoring the implementation of the individual's ISP,
 - Ensuring the individual has a designated person to provide daily representation,
 - Providing Information, Referral, and Linkages for services,
 - Providing crisis intervention when needed,
 - Providing eligibility determination for County Board services,
 - Determining Major Unusual Incidents and providing follow-up and prevention planning.
- Implements Service and Support Administration duties according to ORC/OAC and county board plan (e.g., receives referrals through intake process, obtains and arranges evaluations, interviews consumers and referral source, analyzes consumer needs, determines eligibility and initiates service delivery and/or refers to appropriate agency/service; monitors and evaluates individual service plans established by providers for eligible consumers to ensure that services are appropriate for individual and delivered in accordance with plan specifications and established timelines; monitors delivery of services and placements within residential facilities, county board of developmental disabilities facilities and other agencies).
- Establish an individual's eligibility for the services provided or administered by the county board in accordance with rules adopted by the Ohio Department of DD.
- Explain to the individual, in conjunction with the process of eligibility determination and or application for enrollment on a HCBS waiver/completion of waiting list assessment, and in accordance with rules adopted by the department:
 - 1) Alternative Services
 - 2) Due Process and appeal rights
 - 3) Freedom of Choice for waiver enrollment
 - 4) Feasible alternatives available upon enrollment on the waivers
 - 5) Right to choose any qualified and willing provider.
- Certify the continued need for an ICF/DD level of care for an individual enrolled on a HCBS Waiver for the annual redetermination in accordance with Rule 5101:3-3-07.
- Assist the individuals in developing their plan, including identifying their place on the path to employment, and ensures that the development or revision occurs with active participation of the individual to be served; other persons, including family members, selected by the individual; and,

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when applicable, the provider(s) selected by the individual. Provide referral and linkage to employment navigation/OOD services, as needed.

- Certify that the plan meets the individual's needs and promotes health and welfare by signing and dating the plan prior to implementation.
- Assist the individual to establish budgets for services and shall obtain approval of budgets for services based on the individual's assessed needs and preferred ways of meeting those needs.
- Assist individuals in choosing providers and ensure the individuals are given the opportunity to select service providers from any willing and qualified provider in accordance with the free choice of provider in the Ohio Administrative Code. Assist individuals, as necessary, to work with their provider(s) to resolve concerns involving the direct support staff members to work with them.
- Ensure that services are effectively coordinated and provided by appropriate providers, as identified in the individual plan, by facilitating communication among providers across all settings and with the individual.
- Ensure that each individual receiving services has a designated person(s) who is responsible on a continuing basis for providing the individual with representation, advocacy, advice and assistance related to the day-to-day coordination of service in accordance with the individual's plan.
- Implement an ongoing system of monitoring to verify consistent implementation of services, achievement of desired outcomes for the individual as stated in the plan, and that services received are those reflected in the individual plan. Areas to be monitored shall include, but not be limited to, medical and health issues, behavior support, crisis/emergency intervention, identified trends and patterns of unusual incidents and major unusual incidents, , and other needs as determined by assessments.
- Files major unusual incident reports on the ODDD ITS system and may be required to participate in investigations with the MEORC investigative agents. Responsible to review major unusual incidents and provide corresponding preventative measures and ensures preventative measures are addressed in the individual plan.
- Prepares, writes and completes TCM case notes, forms, reports, correspondence, case summaries, progress and termination reports, home reports and other related material; maintains and updates consumer; assures timely completion of comprehensive consumer evaluations.
- Attends and/or participates in meetings related to assigned consumers to advocate for services appropriate to consumer needs; attends staff meetings; attends conferences and in-services as directed by supervisor.
- Responsible to submit certification of TCM case notes monthly to the county board's administrative business office in order for billing to be processed for payment.
- Process probate requests in coordination with the Ohio Department of DD and the local probate court.
- Assembles and analyzes data, consumer status and resource availability and utilization; coordinates and/or participates in interdisciplinary assessment and evaluation process, multi-disciplinary formulation of individual service plans.
- Serves as liaison for consumers and county board in association with internal and external departments and agencies, residential and supported living providers, day program agencies, related assisting agencies and may assist with consumers residing in intermediate care facilities or nursing homes

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- Provide services to the individuals with developmental disabilities in the area of service and support administration in accordance with Guernsey County Board of DD policies and procedures and the Ohio Department of DD Rules and Regulations.
- Provides crisis intervention and may be required to be available 24 hours per day, 7 days per week.
- 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 Director of Service and Support Administration and Medicaid and/or Superintendent.

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.

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.

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I will work to ensure and maintain effective relationship 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

Appointing Authority

Date