

**GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

NOTICE OF AVAILABLE POSITION

- POSITION TITLE:** **Service & Support Administration**
Full Time
Flexible working hours to meet consumer needs
- RESPONSIBILITIES:** Shall chair ISP meetings and develop the Supported Living/Medicaid Waiver Individual Service Plans and budget on assessment of individuals needs for assigned case load.
- Shall provide service coordination and ongoing compliance reviews as defined in ISP per DODD and Medicaid rules.
- Will seek and coordinate community based options to assist individuals and families in locating supports and services to enable meeting their goals.
- Plan and work collaboratively with community services and GCBDD service linkages that address the changing needs and priorities of the individual and family.
- Will be a point of contact from consumer to his family or service provider.
- QUALIFICATIONS:** Preferred Bachelors degree in related field.
Preferred experience in Supported Living and Waiver Services delivery system for Ohio.
Ability to communicate clearly and effectively.
- SALARY/BENEFITS:** Per Geauga DD Schedule
- APPLICATION:** To apply complete a bid form or send resume to:
Anne Anderson, Certification and Training
Geauga County Board of DD
8200 Cedar Road, Chesterland, OH 44026
HR@geaugadd.org
fax: 440-729-0131