



Lawrence County Developmental Disabilities
604 Carlton Davidson Lane, Coal Grove, OH 45638
740-532-7401
www.lawrencedd.org

Early Intervention • School Age • Service and Support Administration

NOTICE OF AVAILABLE POSITION
Service & Support Administration Assistant

QUALIFICATIONS: Associate's Degree, and a background for earning and possessing requirements for DODD SSA certification. Previous experience working with individuals with disabilities preferred. Must possess (at time of hire) and maintain throughout the course of employment a current state motor vehicle operator's license and have acceptable driving abstract. Must submit to background checks as a condition of initial and continued employment, as specified by policy.

IMMEDIATE SUPERVISOR: Dakota Clark, Manager, Service & Support Administration

LOCATION: SSA Offices, 606 Carlton Davidson Lane, Coal Grove, Ohio

WORKING HOURS: 8:00am to 4:00pm, 260 days per year

DESCRIPTION: Provides administrative support to the Service and Support Administration (SSA) Department. Receives and tracks referrals for services. Compiles intake documents. Assists with the provider selection process and service monitoring.

Makes in-home visits to individuals served and may provide transportation as needed. May provide assistance with individual assessments, the Individual Service Plan (ISP), and other waiver administration duties.

Displays teamwork and cooperation when working with management and coworkers. Works effectively with, or around, individuals with disabilities and their family members or guardians.

Attends trainings as required to remain up-to-date on issues relative to job duties and responsibilities.

SALARY: Based on years of applicable experience and education

APPLICATIONS: Online at <http://www.lawrencedd.org/JobOpportunities.aspx>
Or send resume and/or application to business@lawrencedd.org

DATE POSTED: October 6, 2023

APPLICATION DEADLINE: Until Filled