



## NOTICE OF AVAILABLE POSITION

POSTING DATE: **September 14, 2017**

POSITION & PROGRAM: **Service and Support Administrator; SSA Department**

QUALIFICATIONS: Bachelor Degree in Human Services, Education, Social Work, Rehabilitation or other closely related field. Two years of experience in developmental disabilities, MH or other related social service position. Possession of or ability to obtain Service & Support Administration certification within the probationary period. Must also maintain registration or certification. Satisfactory criminal background and Abuser Registry checks. Satisfactory pre-employment drug test. Possess valid driver's license. Must be able to abide by Riverside DD's Code of Conduct and adopted values which can be viewed on the Riverside DD website at [www.riversidedd.org](http://www.riversidedd.org).

PREFERRED QUALIFICATIONS: Experience in Social Security, MET/HUD or other governmental funding sources, Medicaid/Medicare related programs and waivers, budget management and well networked in the Miami county community.

### DUTIES:

- Acts as primary point of coordination for each individual served by MCBDD.
- Assesses individual needs for services and supports; develops, reviews, and revises' individual service plans; establishes recommendation for and obtains approval of budgets for services based on the individual's assessed needs and preferred ways of meeting those needs.
- In collaboration with the WestCON Council of Government representative, through objective facilitation, assists individuals in choosing providers to ensure individual is given opportunity to select providers from all willing and qualified providers.
- Ensures that services are effectively coordinated and provided by appropriate providers and natural supports, and provided according to ISP.
- Establishes and implements a continuous review process of the implementation of individualized service plans. Incorporates the results of continuous review process and identified trends and patterns into amendments of an individual's service plan. Reviews any Unusual and Major Unusual Incidents for trends and patterns and takes a lead role in solving problems identified.
- Ensures that each individual participates in decision making. An individual for whom a guardian has not been appointed may authorize a chosen representative to make decisions on their behalf.
- Completes service and training documentation in a timely manner. Completes all agency referrals in a timely manner. Makes recommendations for referrals to community agencies and provides follow-up.
- Performs 24-hour crisis intervention services as scheduled. Is prepared for duty at all times during designated rotations.
- Performs other related duties as may be assigned.

HOURS: 8:00am to 4:30 pm, Monday through Friday. Additional hours outside this schedule may be required to meet the needs of individuals served.

SALARY: Commensurate with experience.

CONTACT: To be considered please submit applications/resumes by email, US Mail, fax, or by hand-delivery. You may attach a resume, however, the Riverside application **must** be completed.

FLSA: Non-exempt from overtime.

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