



# Southern Ohio Council

## A Council of Governments

PO Box 456  
167 W Main St.  
Chillicothe, OH 45601  
Phone Number 740-775-5030  
Fax Number 740-775-5023  
www.socog.org

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### POSITION DESCRIPTION

**Title:** Special Projects Manager

**Requirements:** Bachelor's Degree in management, education, social work, human services, law enforcement, criminology or a related field. Eligible for SSA Supervisor Certification through the Ohio Department of Developmental Disabilities. One year successful experience monitoring, reviewing, and analyzing the quality of services provided to individuals in field of developmental disabilities or related field. Ability to read, review and analyze written material for compliance with local, state, and Medicaid service standards. Excellent interpersonal/written communication skills and demonstrated ability to work in a team oriented environment. Working knowledge of HCBS Waivers, and other DD residential programs. Ability to prepare meaningful, concise, and accurate reports. Valid Ohio driver's license, reliable transportation and insurance.

**Duties:**

- Supervise advocate employees and other assigned staff . Participate in hiring process, orientation, approve and manage leave, maintain contact with employee and county board supervisor, and perform evaluations to ensure operational effectiveness.
- Coordinate Provider Compliance , Accreditation Readiness, and Special Project activities. Ensure reviews are completed within rule guidelines, if application. Assure compliance with DODD rules, board policy, and local, state and federal regulatory policies and procedures.
- Coordinate and support advocacy functions and provide suggestions and recommendations on advocacy related activities. This includes creating opportunities for individuals served to learn about self-determination and leadership.
- Provide technical assistance and training to County board personnel, individuals & families and providers to improve and enhance skills and service quality. Works as a team member to assure coordinated, effective relations between SOCOG staff, individuals, families, providers, county contacts, DODD and SOC Board members.
- Assists in the monitoring and evaluation of Southern Ohio Council programs and systems for compliance, efficiency, and effectiveness. Attend and participate in SOCOG management team meetings. Attend SOCOG Board meetings as requested. Prepares reports as necessary for the Executive Director and SOC Board members. Completes necessary documentation of services delivered for Medicaid billing.
- Maintains an attitude and conduct of appropriate social and moral behavior of a professional public servant. Understands and practices the professional code of ethics in

keeping with confidentiality of information and materials with which he / she may come into contact.

- Performs related duties as required and requested.

**Supervisor:** Quality Services Supervisor

**Hours of Work:** At least 40 hours per week, flexible, based on operational need.

**Other:**

- Duties may require working under hazardous and potentially violent, threatening, or physically demanding conditions.
- Bureau of Criminal Investigation background check required.
- Medical examination required upon offer of employment