



# Southern Ohio Council

## A Council of Governments

PO Box 456  
Chillicothe, OH 45601  
Phone Number 740-775-5030  
Fax Number 740-775-5023  
[www.socog.org](http://www.socog.org)

### Notice of Available Position: Service & Support Administrator Assistant

Please post from April 27 to May 25, 2018

#### Qualifications:

- High School Diploma required; Associates Degree in Human Services field preferred.
- Eligible for SSA Certification.
- Ability to work independently and in a team environment.
- Excellent interpersonal/written communication skills.
- Organized, detail oriented and able to multi-task.
- Business math skills.
- Knowledge of community and social services resources helpful.
- Computer skills required. Valid Ohio driver's license, reliable transportation and insurance.
- Bureau of Criminal Investigation background check required.
- Medical examination and drug screen required upon offer of employment.

#### Duties:

Provide a variety of assistance and support to county board SSAs in accordance with SOCOG policies and procedures, applicable laws, rules and regulations. These responsibilities may include but are not limited to:

- Provide clerical support to SSA's such as typing, copying, faxing, data entry, and exporting items to document storage system; Answer telephone, assess needs, and make appropriate follow up;
- Coordination and facilitation of meetings including provider interviews and day program orientation;
- Conduct home visits as necessary for monitoring or obtaining signatures, etc.
- Provides transportation and direct supports to individuals served as needed;
- Review provider documentation and provide feedback;
- Provide assistance to apply for public and community resources;
- Assure positive, coordinated, and effective relations with staff, agencies, county board staff, individuals with disabilities, parents and the public.
- Maintains accurate records of services provided and hours worked; Maintain Targeted Case Management records per procedure;
- Maintains an attitude and conduct of appropriate social and moral behavior of a professional public servant;
- Understand and practice professional ethics in keeping with the confidentiality of information and materials with which he/she may come into contact;
- The foregoing is not intended to represent an exclusive listing of job duties and worker characteristics included within the position. Other duties and worker characteristics may be required which serve to meet the Board's operational and program objectives.
- Duties may require working under hazardous and potentially violent, threatening, or physically demanding conditions.

- Hours of Work:** Mon-Fri; 40 hours per week;  
**Location:** Scioto County Board of Developmental Disabilities, Portsmouth, Ohio  
**Salary:** Based on applicable work experience. (Submit Salary Expectations with Resume)  
**Benefits:** PERS, Medical Insurance, Dental and Vision Insurance, Worker's Compensation, Life Insurance, Direct Deposit, All-Purpose Leave, Paid Holidays.  
**Position Availability:** Immediately  
**Reports to:** Quality Services Supervisor & SSA Team Leader  
**Application Deadline:** May 25, 2018 (We reserve the right to accept application materials past the stated deadline.)

**Apply by Email/Fax to:** Lori Lippert, Email: [llippert@socog.org](mailto:llippert@socog.org), Fax: 740-775-5023 (EOE)