

Job Opportunity: Service & Support Administrator (SSA) Manager

POSTING DATE: 6/25/2024 – Until Filled
POSITION & PROGRAM: SSA Manager – SSA Department

POSITION DESCRIPTION:

This is specialized work in the management and oversight of Service and Support Administrators (SSA) that are facilitating, coordinating and continuously reviewing individualized plans for children and adults with developmental disabilities. These plans promote the person-centered planning. Scheduled secondary on-call responsibilities require the incumbent to be available to deal with urgent situations during non-business hours.

As an employee of the Miami County Board of Developmental Disabilities (Riverside), the job incumbent shall always comply with all Board policies, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by the Board and demonstrate sensitivity to diverse beliefs, cultures, values and family structures.

QUALIFICATIONS:

- Bachelor's Degree in Administration, Social Work or closely related field
- At least four (4) years of experience in programs or services for individuals with developmental disabilities
- Working knowledge of the SSA Rule and SSA position functions
- Possession of or ability to obtain and maintain a SSA Management certification
- Ability to work collaboratively with other departments within the agency, as well as community partners, provider agencies, state agencies and other County Boards
- Must support the Person-Centered Philosophy
- Strong oral and written communication
- Competency in Microsoft Office applications
- Ability to abide by Riverside's Code of Conduct
- Satisfactory criminal background and Abuser Registry checks
- Satisfactory pre-employment drug test
- Possess valid State of Ohio driver's license

DUTIES:

- Supervisory:
 - Providing general management, leadership and supervision of SSA Department performance and development
 - Reviewing SSA Department Members' work schedules, leave requests and timesheets
 - Developing and conducting trainings for SSAs

- Reviewing and approving documentation related to individual services, to include, individual service plans, fiscal requests, etc.
- Ensuring compliance with all relevant state and federal requirements
- Must meet requirements to receive reimbursement for applicable activities for Medicaid Administrative Claiming (MAC)
- Communicating with internal and external entities to coordinate efforts, resolve problems, reduce duplication of services, ensure health and welfare and provide continual quality improvement
- Conducts team meetings and attends regularly scheduled department meetings.
- Keeps SSA Director informed of agency, departmental, and staff issues
- Secondary On-Call coverage
- Department Function Management:
 - Special Projects
 - Caseload Assignments (new and changes)
 - Waiting List assessment management
 - Coordinate and participate in various councils, taskforces or committees
 - Participation in interviews and making hiring recommendations
 - Coordinate, plan and lead various trainings
- Individual Service Plan review and guideline management
- Performs other related duties as may be assigned

HOURS: Monday – Friday 8:00 a.m. – 4:30 p.m. and on-call as assigned

SALARY: \$28.64/hour or \$59,575/year or higher based on experience

FLSA: Exempt from overtime

BENEFITS: Medical, Dental, Vision, OPERS Retirement, Life Insurance, Vacation, Sick, Personal, Holidays including your Birthday, Flexible Schedule

TO APPLY: Please submit applications/resumes

Email careers@riversidedd.org

US Mail/Hand Delivery 1625 Troy Sidney Road, Troy, OH 45373

Fax 937.332.3490

A Riverside application **must** be completed

Applications are located at www.riversidedd.org under the Careers tab

Riverside does not discriminate in provision of services or employment on the basis of race, religion, color, national origin, gender (including pregnancy or gender identity), sexual orientation, age, veteran status, disability or any other basis covered by appropriate law.