

**VINTON COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

**POSITION AVAILABLE: SERVICE AND SUPPORT ADMINISTRATOR**

**DEADLINE FOR APPLICATIONS: February 28, 2025**

**REGULAR HOURS OF WORK:** 8:00 a.m. to 4:00 p.m. (May be required to work a flexible schedule)

**QUALIFICATIONS:**

- Associate's degree required
- Eligible for certification under DODD
- Maintains a valid Ohio driver's license and a driving record acceptable to agency insurance carrier
- Ability to work independently and cooperatively with others
- Communicates verbally and in written form in an objective, professional manner
- Ability to interact with families, members of the community, individuals with disabilities and others in a professional manner to promote a positive image of persons with disabilities and the VCBDD
- Maintain basic computer skills including word processing, spreadsheets and databases

**DUTIES:**

Performs individualized service and support administration functions for designated individuals, assisting them in identifying choices, preferences and strengths through a self-determination planning process where the individual, family members and/or personal advocate are in charge.

Coordinates individual assessment of strengths, needs, concerns, priorities, hopes and interests.

In collaboration with an individual's team, develops plans for individuals, subject to approval by County Board managers and DODD.

Ensures individual budgets are in place for services and supports or authorized by the County Board, as approved by the Director of Services and Supports.

Assists individuals in identifying and selecting providers of their choosing for services and supports.

Monitors implementation of individual plans and individual budgets.

Maintains all required documentation of activities.

Works on-call as assigned and responds to emergencies after regular work hours through use of a cell phone or other electronic device.

**SUBMIT RESUME TO:** Vinton County Board of Developmental Disabilities  
31057 Industrial Park Drive  
McArthur, OH 45651  
Phone: 740-596-5515 ext. 100  
Fax: 740-596-5216  
Email: [tina@vintondd.org](mailto:tina@vintondd.org)

**ESSENTIAL FUNCTIONS**  
**For Purposes of 42 USC 12101 and OAC 4112-5-08:**

**SERVICE AND SUPPORT ADMINISTRATOR**

1. Prepares and maintains accurate plans, records, reports, assessments and evaluations.
2. Provides service and support coordination to individuals eligible to receive VCBDD services.
3. Assists, consults with, and trains staff, family and others.
4. Attends and participates in conferences, meetings, workshops and seminars.
5. Clearly communicates with individuals, parents, families and staff both verbally and in writing.
6. Interprets and complies with applicable laws, regulations, policies and professional ethical standards.
7. Acts as an advocate for individuals and families while coordinating plan development.
8. Maintains appropriate DODD, CPR and First Aid certification, a valid Ohio driver's license and a driving record acceptable to agency insurance carrier.
9. Travels to additional sites, as necessary, and works hours outside of regularly scheduled hours.
10. Demonstrates regular and predictable attendance.
11. Maintains and follows policies on confidentiality.
12. Participates in conferences, meetings, workshops seminars and on committees.
13. Shall comply with Safety Rules established for the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules or Orders, through the utilization of protective equipment and decontamination techniques.
14. Complies with the Individual Bill of Rights.
15. Acts in the best interest of the Vinton County Board of Developmental Disabilities.