

**VINTON COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES**

POSITION AVAILABLE: Intake & Assessment Coordinator/MUI Contact

DEADLINE FOR APPLICATIONS: FEBRUARY 28, 2026

REGULAR HOURS OF WORK: 20 hours per week; 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:

New Eligibility: Assist families with physician's verification, schedule and complete COEDI/OEDI assessment, gather initial documentation/compose file, enter new individuals into IDS, maintain file of ineligible individuals and make referrals, coordinate SSA assignment with SSA Director.

County-to County Transfers: Initiate correspondence with sending/receiving county to discuss current services, send/request documentation, coordinate transfer date with SSA Director, create binder for incoming individuals or purge/close binder for those leaving, follow-up to assure PAWS access, coordinate SSA assignment with SSA Director if applicable.

PASRR: Initiate correspondence with nursing facility, contact established CBDD if currently receiving services outside of Vinton County, determine eligibility if not already established, complete PASRR and submit to DODD, maintain file of determinations, complete intake process for those who are newly eligible and referrals for those who are ineligible.

Early Intervention: Enter new determinations into IDS once information is submitted by the EI Specialist, track eligibility at age 3 and update IDS accordingly, establish service needs and coordinate services for children who require continued supports.

Acts as the one single point of contact for the waiting list assessment tool who is knowledgeable and understands associated rules/policies of the waiting list, community-based alternative services and other alternative resources.

Review all reports to determine UI/MUI status and coordinate follow-up with SSA to ensure immediate action, service coordination, and necessary contacts are made.

Follow MUI filing process: contact investigative agent, gather and submit documentation, assist with investigation, ensure questions form DODD are addressed, and recommend closure in a timely manner.

Collect monthly provider UI/MUI logs and review for trends/patterns, ensure and document follow-up, maintain binder.

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: tspanos@vintondd.org

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

Intake & Assessment Coordinator/MUI Contact

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, 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.