

**VINTON COUNTY BOARD OF  
DEVELOPMENTAL DISABILITIES**

**POSITION AVAILABLE: DIRECTOR OF SERVICES AND SUPPORTS**

**DEADLINE FOR APPLICATIONS: March 26, 2022**

**REGULAR HOURS OF WORK:** 8:00 a.m. to 4:30 p.m. (May be required to work a flexible schedule)

**QUALIFICATIONS:**

- Masters degree preferred; Bachelors degree required.
- Minimum of five years management experience.
- Minimum of five years' experience in the field of developmental disabilities.
- Knowledge of state rules regarding county board operation.
- Knowledge of Self-Determination.
- Maintains a valid Ohio driver's license and a driving record acceptable to agency's insurance carrier.

**DUTIES:**

Directs, manages, and oversees development and approval of plans including plans for HCBS Waiver Services for the individual's utilizing a process wherein the individual, his/her family and/or personal advocate are in charge. Approves individual budgets for services and supports based on individual assessed needs and desires, and based upon a system developed in conjunction with the Fiscal Department that established the basis for individual budgets and the process of authorization. Establishes and implements a system of support for personal advocates of individuals receiving services and supports. Assists individuals in selecting providers of their choosing for services and supports. Ensures that services and supports are effectively coordinated and provided by applicable providers. Works to improve and enhance the quality and appropriateness of services and supports rendered to individuals including but not limited to individuals receiving Medicaid waiver services.

Provides support and direction to the Service and Support Administrators (SSAs). Assures VCBDD personnel policies and procedures are followed. Recommends hiring, firing and disciplinary action to the Superintendent. Plans, schedules and conducts monthly SSA meetings and team meetings, as needed.

Reviews incident reports and service monitoring forms for proper follow-up. Tracks service monitoring forms to ensure quarterly contacts occur and issues are addressed.

Tracks and monitors the timely completion of individual service plans and behavior support plans. Reviews and approves Individual Service Plans. May serve as member of behavior support or human rights committees.

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.

Calculates and approves timesheets. Approves leave requests. Ensures adequate office coverage. Coordinates on-call duties.

Performs other related duties as assigned by the Superintendent.

**DIRECTLY SUPERVISES:**

- Service and Support Administrators

**SUBMIT RESUME TO:** Vinton County Board of Developmental Disabilities  
31835 State Route 93  
McArthur, OH 45651  
Phone: 740-596-5515  
Fax: 740-596-5216  
Email: [tina@vintondd.org](mailto:tina@vintondd.org)

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

**DIRECTOR OF SERVICES AND SUPPORTS**

1. Demonstrates regular and predictable attendance.
2. Complies with the Individual Bill of Rights.
3. Maintains a valid, Ohio driver's license and a driving record acceptable to the agency's insurance carrier.
4. Examines and complies with laws, rules, regulations, procedures, policies of the Fairfield County Board of Developmental Disabilities, the Ohio Department of Administrative Services, the Ohio Department of Education regarding the human resource functions of the agency.
5. Develops, implements and evaluates mandated services and department compliance.
6. Instructs, demonstrates and participates in staff professional growth activities.
7. Recommends hiring, discipline, promotion, and termination.
8. Communicates effectively with staff, Board Members, applicants and members of the community.
9. Complies with professional ethics standards.
10. Maintains and follows policies on confidentiality.
11. Prepares and maintains accurate records, evaluations, reports and other documents.
12. Participates in conferences, meetings, workshops, seminars and on committees.
13. As necessary, employee shall comply with safety rules established or the purpose of fulfilling compliance with Ohio Employment Risk Reduction Standards, Rules, or Orders through the utilization of protective equipment and decontamination techniques and all other applicable policies, procedures as required by Board policies. Other related duties and responsibilities as requested by the Superintendent.
14. Acts in the best interest of the Vinton County Board of Developmental Disabilities.

**BOARD APPROVED: June 17, 2014**