

Job Opportunity: Service & Support Administrator (SSA)

POSTING DATE: 04/28/2026 – Until Filled

POSITION & PROGRAM: SSA – SSA Department

POSITION DESCRIPTION:

This position is for a Service and Support Administrator (SSA) who focuses on facilitating, coordinating and continuously reviewing individualized plans for children and adults with developmental disabilities. These tasks promote the principles of self-determination and person-centered planning. Scheduled 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 (MCBDD), 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 Human Services, Education, Social Work, Rehabilitation or closely related field
- Two (2) years of experience in developmental disabilities or other related social service position
- Possession of or ability to obtain and maintain Service & Support Administration registration and/or certification from the Ohio Department of Developmental Disabilities within the probationary period
- Must support the Person-Centered Philosophy
- Strong oral and written communication
- Competency in Microsoft Office applications

REQUIREMENTS:

- Satisfactory criminal background, abuser registry checks and drug screening.
- Valid State of Ohio driver's license with fewer than five (5) violations.
- Commitment to MCBDD's Code of Conduct and values (available at www.miamicountydd.org).

DUTIES:

- Assesses individual needs for services; facilitates the development of individual service plans; participates in planning for budgets for services based on assessed needs and preferred ways of meeting those needs

- In collaboration with the designated liaison, assists individuals in making selections of providers. Ensures that services are effectively coordinated and provided by appropriate providers
- Establishes and implements an on-going system of continuous review related to the implementation of individualized service plans. Incorporates the results of all reviews and identified trends and patterns into amendments of an individual's service plan. Reviews any Unusual and Major Unusual Incidents for trends and patterns and takes part in solving problems identified
- Provides service coordination and referrals to needed services and community resources. Discuss eligibility and share information about MCBDD. Identify the path to employment and provide Employment Navigation or communicate with the Employment Navigator when appropriate
- Coordinates and maintains all facets of the Individualized Service Plan
- Completes service and training documentation in a timely manner. Completes all agency referrals in a timely manner.
- Performs 24-hour crisis intervention services as scheduled. Is always prepared for duty during designated rotations
- Performs other related duties as may be assigned

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

SALARY: \$25.09 - \$35.85 an hour based on experience

FLSA: Non-Exempt from overtime

BENEFITS: Medical, Dental, Vision, OPERS Retirement, Life Insurance, Long Term Disability, Employee Assistance Program (EAP), Tuition Reimbursement and Professional Development, Vacation, Sick, Personal, Holidays including your Birthday, Flexible Schedule

TO APPLY: Please submit applications/resumes

Email	careers@miamicountydd.org
US Mail/Hand Delivery	1625 Troy Sidney Road, Troy, OH 45373
Fax	937.332.3490

A Miami County Board of Developmental Disabilities application **must** be completed
Applications are located at <https://www.miamicountydd.org/join-us>.

MCBDD 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.