

**GUERNSEY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
POSITION DESCRIPTION**

SSA – FCFC COORDINATOR/CREATIVE OPTIONS SERVICE COORDINATOR

Regular Hours of Work: 7:30 a.m. to 3:30 p.m.
*Hours are flexible as approved by the Superintendent and may not remain constant; including evenings and weekends.
*May include rotation of on call 24 hours per day, 7 days per week
*follows a 238 annual work days plus (+) 11 state holidays

Immediate Supervisor: Director of Service and Support Administration and Medicaid Superintendent or his/her designee

Department: Service and Support Administration

Qualifications:

- Minimum Associates degree required in social work, education, and special education or related field with the requirement to obtain a bachelor’s degree within the first two years of employment.
- Certification for Service and Support Administration professional level as issued by Ohio Department of Developmental Disabilities per Section 5123:2-5-01 of Administrative Code.
- Must maintain certification throughout the term of employment.
- Must have the ability to read and understand specifications, knowledgeable in Ohio County Government functions and procedures.
- Must have personal transportation available during working hours.
- Must maintain a valid Ohio driver’s license and maintain a status of insurability for motor vehicle insurance with the county's insurance carrier.
- Must maintain insurance coverage on personal vehicles used in the performance of job duties for the Board in accordance with Board Policy.
- Must be able to physically maneuver persons who are handicapped and/or non-ambulatory.
- Must obtain C.P.R. and First Aid certification within six (6) months of employment and maintain those certifications throughout the term of employment.
- Employment contingent upon successful completion of a satisfactory report of the State Bureau of Criminal Identification and Investigation and/or County or Local Law Enforcement Agency as required by Section 5123.081, Ohio Revised Code and a physical examination including a drug and alcohol screening.

FLSA: Overtime Non-exempt

Status: Classified

Probationary Period: 365 Days

Essential Functions and Responsibilities

- Arranges for or ensures coordination across agency and professional lines to develop and attain services/outcomes for individuals who are referred to Creative Options and ensures that services (i.e., information and referral, service placement, service coordination, crisis intervention, advocacy and service monitoring) are accessible or provided to all eligible individuals.
- Coordination of resources across agency and professional lines to develop and attain needed or desired individual's goals, objectives or services with maximum individual/family participation in order to maximize the quality of life of the individual served in the least-restrictive manner.
- Implements Service and Support Administration duties according to ORC/OAC and county board plan (e.g., receives referrals through intake process, obtains and arranges evaluations, interviews consumers and referral source, analyzes consumer needs, determines eligibility and initiates service delivery and/or refers to appropriate agency/service; monitors and evaluates individual service plans established by providers for eligible consumers to ensure that services are appropriate for individual and delivered in accordance with plan specifications and established timelines; monitors delivery of services and placements within residential facilities, county board of developmental disabilities facilities and other agencies).
- Prepares, writes and completes TCM case notes, forms, reports, correspondence, case summaries, progress and termination reports, home reports and other related material; maintains and updates consumer; assures timely completion of comprehensive consumer evaluations for youth served by the GCBDD
- Understand and abide by the policies set forth by OFCF Cabinet Council for use of the Ohio Automated Service Coordination Information System. Complete all case documentation in the OASCIS database.
- Attends and/or participates in meetings related to assigned consumers to advocate for services appropriate to consumer needs; attends staff meetings; attends conferences and in-services as directed by supervisor.
- Responsible for submitting certification of TCM case notes monthly to the county board's administrative business office in order for billing to be processed for payment.
- Assembles and analyzes data, consumer status and resource availability and utilization; coordinates and/or participates in interdisciplinary assessment and evaluation process, multi-disciplinary formulation of individual service plans.
- Must understand and practice professional ethics of a public employee.
- Is considered a confidential employee and must keep the information and materials upon which he/she may come in contact with confidential.
- Ability to cope with stressful situations as related to individuals with multi-system needs.

- o Model at all times, appropriate social and moral behavior as a public service employee directly responsible for the service to individuals with developmental disabilities as supported by public monies and not be under the influence of alcohol or narcotic drugs.
- o Knowledge of HIPAA Regulations as they relate to the County Board, Ohio Department of Job and Family Service, and Ohio Family and Children First Council.
- o Is a mandated reporter for all reports of abuse, neglect, and exploitation/misappropriation for all children and adults aged, blind and/or disabled.
- o Must report all Unusual Incidents (UI) and Major Unusual Incidents (MUI) as outlined in the MUI procedures and report suspected or actual abuse/neglect instances to Supervisor and/or SSA on-call.
- o Promote good public relations with parents, advocates, community organizations, professionals, and other interested parties.
- o May be required to transport individuals that we serve and/or their families.
- o Will perform any and all duties as required and/or directed by the Director of Service and Support Administration and Medicaid and/or Superintendent.
- o Serve as the Family & Children First Council Coordinator and Creative Options Service Coordinator as overseen by the Ohio Department Children and Youth
- o Lead the Guernsey Family Children First Council (GCFCF) in fulfilling its vision, mission, and annual goals and objectives of improving the well-being and services provided to multi-need children and their families.
- o Possess strong interpersonal skills for effective public speaking and providing presentations before various groups of people.
- o Work with county organizations to assess the needs of children and families and strategic planning funding sources, services providers, families, and the community to achieve better results for Guernsey County.
- o Responsible for overall case management of the entire Creative Options caseload to ensure services are coordinated.
- o Facilitate COAST Team meetings; keep in contact with Service Providers and keep case on schedule; work with families and educate on services being provided and their responsibilities in the Creative Options process
- o Keep in contact with the family about the current situation and determine if additional services are needed as the case progresses.
- o Work with Dual Diagnosis (MH and AOD) program.
- o Work with treatment providers and work with the family to ensure that the created case plan for the service provider is followed.
- o Work with Service Providers to determine the correct course of action, and educate families.
- o Report monthly to the Creative Options Committee
- o Attend monthly meetings and report on any case progress.
- o Discuss current case plans, provide recommendations as to how cases should proceed and report compliance with those plans on all fronts including services, service providers, and family.
- o Work with Creative Options consultant and chairperson to develop a data tracking system in the areas of: tracking referrals (who refers and why), age range of individual seeking services, COAST Team members, case timeline, service provided prior to referral, services provided in case plan, reason for case closure (success, failure, non-compliance).
- o Report findings on a semi-annual basis, along with a final report.
- o Hold a minimum of bi-monthly meetings with Board members.

- Collaborate with the FCF Council members and partner agencies to develop and implement the FCFC Share Plan. .
- Maintain all reports and deadlines (monthly, quarterly, and annually as required).
- Maintain the budget in coordination with the GCBDD business office and Administrative Agent, JFS.
- Write grants and proposals, and complete applications for grants as required.
- Review/Complete and authorize transaction of funds for all finances held by the FCFC.
- Complete annual contribution letters and distribute to FCFC members and attending agencies.
- Oversee the operation of FCFC subcommittees and reporting process/procedures to the council.
- Coordinate with the FCF Council to designate a party responsible for oversight of the Early Intervention program in collaboration with DODD and the designated Administrative Agent.

NOTE:

Working conditions may exist that do not normally exist in the occupation of the public employee. These conditions may include exposure to blood-borne pathogens, communicable disease, potentially infectious materials and/or aggressive or other maladaptive behaviors.

Program operates on twelve (12) months per year.

Normal program hours may be: 1,992 plus (+) more or less

Normal program operations usually include 238 days plus (+) the board celebrates 11 state holidays.

This figure is not a guarantee to any employee that he/she shall work that number of hours.

An employee in this position who plans to voluntarily resign shall notify their immediate supervisor and appointing authority at least thirty (30) days in advance of the effective date of resignation.

The Guernsey County Board of DD does not discriminate in provision of services or employment because of race, color, religion, gender, national origin, age, military status, genetic information, sexual orientation, gender identity, Family and Medical Leave, protected veteran status or other protected by law.

Specifications:

As an employee of the Guernsey County Board of Developmental Disabilities, I agree to comply with all Board policies at all time and shall demonstrate respect for, support dignity of and observe the rights of all individuals served by the agency.

I will work to ensure and maintain effective relationships with other employees, program participants, parents/guardians and state and local community service agencies.

I will adhere to all local, state and federal laws and Guernsey County Board of Developmental Disabilities policies and procedures.

I have read the position description and understand the above statements are intended to describe the general nature and level of work required for this position. It is not meant to be an exhaustive list of all responsibilities, duties and skills required. I understand I will be expected to perform these duties and the number of days and hours that I am expected to work. I further acknowledge that I have been instructed

Position Adopted: 4/15/21
Position Amended: 5/20/21
Position Amended: 11/21/24

on how to access the Guernsey County Board of DD policies and procedures, including the Compliance Plan, and agree to abide by its contents. I acknowledge that I am required to remain substance free.

Finally, I understand that I am required to submit to background checks as a condition of initial and continued employment as specified by board policy.

Name of Employee

Date

Appointing Authority

Date