



NOTICE OF AVAILABLE POSITION

DATE: August 19, 2026

POSITION: Service and Support Administrator

REWARDING OPPORTUNITIES:

Help people live the life they need and want by enhancing and enriching opportunities, services and resources for individuals with developmental disabilities.

Assess individuals' needs for services and develop person-centered plans with the active participation of the individual and their team.

Visit the individuals at their home, worksite, or whichever location they choose and complete reviews of service delivery.

Monitor the implementation of Individual Service Plans to achieve consistent application so the individuals can achieve their desired outcomes.

Write quality case notes and document service coordination efforts through Targeted Case Management and other monitoring reports.

Maintain a positive attitude towards ensuring excellent customer experiences with all interactions.

SALARY: Commensurate with education and experience

TO OBTAIN AN APPLICATION VISIT: www.scbdd.org

RETURN APPLICATION TO: Michelle Snyder, PHR

msnyder@scbdd.org

Fax: 419-332-3049

1001 Castalia St. Fremont, Ohio 43420

DATE AVAILABLE: Immediate Opening Available

QUALIFICATIONS: Completion of a Bachelor's degree in human services, social work, education, or related field. Two years of professional experience working with individuals with developmental disabilities and knowledge of Medicaid preferred. Must have a valid Ohio Driver's license and be able to pass a physical examination and have an acceptable criminal background check (ie, Bureau of Criminal Investigation). Demonstrate ability to foster and maintain an A+ attitude within all areas of external/internal interaction.

DEADLINE TO APPLY: Close of Business September 1, 2026 or until filled