

CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POSITION POSTING

(Applications for the following positions may be downloaded from the website at www.clermontdd.org or obtained in the Human Resources Department, located at the Thomas A. Wildey Center, 2040 St. Route 50, Batavia, Ohio between the hours of 8:00 a.m. and 4:00 p.m.)

AVAILABLE POSITION**Program Manager**

12 Months per Year, 37.5 Hours per Week

IMMEDIATE SUPERVISOR

Program Coordinator

DUTIES: (Summary Only)

Evaluates and assesses skills, behavior, and attitudes of adults with developmental disabilities including dual diagnosis. Develops and is responsible for implementation of individual plans and behavior support plans within established timelines for assigned caseload. Monitors and interacts with consumers to assess work performance, skill development, behavioral and survival skill development. Counsels consumers and provides positive intervention and supports. Recommends placement and programming. Reviews IP regularly, recommends and makes changes as needed. Trains Habilitation Technicians to implement plans and documentation. Regularly consults with and considers recommendations of Program Coordinators, Habilitation Technicians, and other members of interdisciplinary team. Actively participates in staff meetings, postventions, and training. Develops and implements curriculums, develops down-time activities, and assists with purchasing to ensure that adequate supplies are available for consumers. Maintains records of job performance; monitors consumers' workshop production to ensure maintenance of contract quantity and quality goals. Accompanies consumers and assists with transportation to and from job sites, community activities, and field trips. Attends to physical needs of clients as necessary (e.g., assists with feeding, toileting, changing soiled clothes, mobility, illness, etc.). Must meet physical requirements of job and be able to safely lift, position, and move adults and perform physical crisis interventions according to in-service training

QUALIFICATIONS: Bachelors degree in related field, preferably in a Mental Health specialty; Experience working with individuals with dual diagnosis; Must pass all background checks and drug screen. Ability to lift, carry, and position adult consumers in a safe manner. Possession of or ability to obtain ODODD Adult Services Specialist certification within the probationary period. Must maintain registration/certification. Successfully pass pre-employment BCII check, Abuser Registry check, and Nursing Registry check.

SALARY:

Adult Degreed-240 Day Salary Schedule

POSTING DATE:

10/12/10

APPLICATION DEADLINE:

Until filled

SEND APPLICATION TO:

Clermont County Board of DD
P.O. Box 156
Batavia, OH 45103
mlubbers@clermontdd.org

The Clermont County Board of DD is an Equal Opportunity Employer