

January 25, 2012

WOOD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

1921 East Gypsy Lane Road
 Bowling Green OH 43402
 Administrative Office; Ent. B
 8:00 a.m. – 4:30 p.m.
 (419-) 352-5115 TDD :(419) 352-7954
www.woodlane.us

POSITION	BRIEF DESCRIPTION	FACILITY	STATUS APPOINTMENT HOURS	PCN	PAY RATE	POSTING PERIOD	BENEFITS	APPLICATION REQUIREMENTS LISTED ABOVE
Service Coordinator	Access individual needs for services, develop individual service plans; ensure choice in the selection of providers; performs quality assurance reviews; provide crisis intervention and stabilization services and share in the rotation of 24 hour on-call responsibility.	WLI	Full-Time FLSA: Non-Exempt 80 Hrs. BW	600-017	\$36,065.00-\$43,973.00 based upon education and experience.	1/25/12 1/31/12	Health, Dental, Life Insurance; Sick, Vacation, Personal Leave	Must have a Bachelor's Degree in Psychology, Social Work, Special Education or other human service area. Minimum of 2 years experience working directly with persons with developmental disabilities preferred. Must submit a completed application packet with letter of intent and resume.

****ALL APPLICATION'S MUST BE SUBMITTED NO LATER THAN 12:00 P.M. ON THE STATED DEADLINE DATE****
Incomplete applications or applications received after the posting deadline will not be considered.

Minimum Qualification Standards:

1. A resident of Ohio
2. Must be able to move adult consumers, children, and adolescents in a safe manner. Must be able to move office supplies, public relations materials, and equipment required to perform essential job duties.
3. Maintain Ohio Driver's license for the purpose of transporting consumers in a Board vehicle or personal vehicle.

Conditions of Employment

1. Successful completion of general orientation.
2. Receipt of acceptable State Nurse Aide Registry inquiry.
3. Maintain all licenses/certifications required by the Board (i.e., Behavior Shaping, First Aid, CPR, Med Pass, etc.).
4. Have medical examination and a one-step PPD test to determine fitness for duty prior to providing direct care service or within 30 days of employment whichever comes first.
5. Possess/maintain acceptable motor vehicle record. **NOTE: Use of personal vehicle for transporting consumers requires proof of liability insurance.**
6. Receipt of acceptable criminal background report from Bureau of Criminal Investigation and county sheriff's office of applicant's permanent address.
7. If selected for substance abuse screening, a negative test is mandatory.

NOTE: Employment contingent on successful completion of criminal background check as required by Section 5126.28, Ohio Revised Code. The Wood County Board of Developmental Disabilities is an Equal Opportunity Employer and Provider of Services. If you are a person with a disability and require accommodations please advise our EEO Officer Donna Beam.