



Preble County Board of Developmental Disabilities (PCBDD)

112 W. Main Street, Eaton, Ohio 45320 – Telephone (937) 456-5891 Fax (937) 456-1760

NOTICE OF AVAILABLE POSITION

Service and Support Administrator (SSA Case Manager)

DESCRIPTION: The SSA is responsible for providing support, coordination and case management for the individuals ages 3 – end of life served through Preble County Board of Developmental Disabilities.

QUALIFICATIONS:

- Bachelor's Degree in Social Work or related field required
- Ability to obtain and maintain Service and Support Administrator (SSA) Credentialing within the 180-day probationary period
- Must meet all agency employment requirements including but not limited to successful BCI/FBI background screen, drug screen and compliance with driver qualifications. Valid Driver's License, ability to be insurable and access to a motor vehicle. Satisfactory results of registry records checks.

DUTIES:

- Develops Individual Service Plans (ISPs) for individuals with disabilities and coordinates plan implementation.
- Revises Individual Service Plans to meet the changing needs of individuals served.
- Serves as primary point-of-contact to ensure that activities are completed in accordance with the ISP and to the benefit and satisfaction of the individual served.
- Monitor plan progress and completion of assigned services and tasks and provides support and assistance to the individual as needed.
- Provides various case management responsibilities to ensure individual receives needed therapy, respite, behavior supports, transportation and other needs.
- Assists each assigned individual in choosing providers for identified service and supports. Monitors and authorizes the costs for services specified in the ISP.
- Retains responsibility for making decisions regarding service and support functions and for communicating decisions with the individual. Coordinates the establishment of individual budgets for assigned individuals.
- Collaborate with individuals and families to create and implement a transition plan that meets the individual's needs and capabilities.
- Engages families and individuals in exploring and discovering careers and provides support in helping the individual find a job that meets career path.
- Accurately maintains records and documentation for assigned individuals and complies with requirements for billing eligible services.
- Demonstrates respect for, supports the dignity of and observes the rights of all individuals served. Demonstrate cultural sensitivity to diversity of beliefs, values and family structure.
- Complies with all Board policies and applicable requirements and performs the job to performance standards throughout entire the course of employment.
- Performs other duties as assigned

IMMEDIATE SUPERVISOR: SSA Manager

LOCATION: Preble County Board of Developmental Disabilities, 112 W. Main Street, Eaton, Oh 45320

WORKING HOURS: 40 hours per week, Monday - Friday 8:00AM to 4:00PM, flexible schedule based on individual/agency needs

SALARY and BENEFITS: \$24.47 per hour or higher, based on education and experience. Medical, dental, vision, life insurance, OPERS retirement, vacation, sick leave, personal leave, holiday and flexible work options.

APPLICATIONS: Apply online at <https://www.prebledd.org> or email careers@prebledd.org for more information.

DATE POSTED: August 11, 2026

APPLICATION DEADLINE: Until Filled

Preble County Board of Developmental Disabilities 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.