



ASHTABULA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

2505 South Ridge Road East

Ashtabula, Ohio 44004-4493

Board Office

Anne M. Zeitler, Superintendent

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Service and Support Administration

Heather Purdue, Director

Phone: (440) 466 - 7110

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Early Intervention

Kathleen Caldwell, Director

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Investigative Services

Pamela Rose, Director

Phone: (440) 335 - 1589

Cheryl Marshall, Investigator

Phone: (440) 335 - 1588

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DATE POSTED:

February 18, 2019

ANTICIPATED START DATE:

April 15, 2019

NOTICE OF POSITION OPENING

POSITION:

SERVICE SUPPORT ADMINISTRATOR

LOCATION/PROGRAM:

Ashtabula County Board of DD
Community Support Services
Geneva, Ohio

DUTIES & RESPONSIBILITIES:

SSA will function as the primary point of coordination for eligible individuals.

MINIMUM QUALIFICATIONS:

Associate's degree from an accredited college or university. Obtain a SSA Certification as required by the Ohio Department of DD. Valid driver's license with good driving record and reliable transportation. All applicants recommended for hire must complete a medical evaluation and a drug screen prior to employment.

REQUIREMENT FOR SAFETY SENSITIVE POSITION:

Criminal background check

SALARY:

Commensurate with education and experience.

APPLICATION PROCEDURE:

Obtain an application online at www.ashtabuladd.org and return to the Board Office at:

Ashtabula County Board of DD
2505 South Ridge Road East
Ashtabula, Ohio 44004

APPLICATION DEADLINE:

March 1, 2019 or until filled