

## HAMILTON COUNTY DEVELOPMENTAL DISABILITIES SERVICES

### NOTICE OF OPEN POSITION

**TITLE:** Service Facilitator

**LOCATION:** Northeast Region and Southeast Region  
8740 Montgomery Road 1520 Madison Road  
Cincinnati, OH 45236 Cincinnati, OH 45206

**QUALIFICATIONS:** Bachelor's degree required. A degree in psychology, special education, sociology, or related field; one (1) year experience working with individuals with Developmental Disabilities in a vocational, residential, case management, or treatment program, preferred; eligible for Ohio Department of Developmental Disabilities (DODD) certification; and meets Agency's drivers insurability requirements.

**DUTIES:** (Not intended to describe all the duties required.)

Facilitates and assists the individual and/or family in the development of a single service plan; assigns or clarifies responsibilities among team members, providers, and community resources; develops goals and action plans for implementation.

Assists individuals and families in identifying and selecting services and support and in obtaining and maintaining benefits; coordinates and facilitates the planning, provision of services, supports, and documentation of an overall service delivery plan; funding, and other services; assists individuals and families in selecting providers.

Serves as the primary point of contact for assigned individuals and families; participates as a member of the individual's interdisciplinary team when acting as technical resource.

Assures, with supervisory support, that all required documentation is completed and maintained in a timely and accurate manner consistent with all regulatory requirements (federal and state laws, Agency policy).

Monitors the individual plan for compliance and quality in service delivery; communicates rights to individuals.

Prepares case notes, reports, evaluations, and summaries; maintains confidentiality of individual files.

Collaborates with other staff to problem solve; identify resources and gaps in service provisions.

Complies with guidelines established by DODD and HCDDS regarding reporting abuse, neglect, and other incidents related to Major Unusual Incidents (MUI).

Attends meetings, seminars, and conferences to develop knowledge of current best practices; participates in division, agency, local, and/or state meetings as assigned by the supervisor.

Maintains required licenses and/or certifications.

Travels to various locations throughout the county for the purpose of service planning and monitoring in a safe, efficient, and effective manner in accordance with County procedures.

Works a flexible and rotating schedule\*; responds to emergency/crisis situations involving eligible individuals; provides backup coverage for other staff in their absence; works nights and weekends as required to provide necessary services.

Performs other duties as assigned.

#### **APPLICATION/TRANSFER PROCEDURE:**

- Persons presently employed by this agency must submit an Application for Vacancy form (HR034).
- Persons not employed with this agency, please submit Application for Employment and/or resume and cover letter to:

Human Resources  
Hamilton County Developmental Disabilities Services  
1520 Madison Road  
Cincinnati, Ohio 45206-1747  
or [hr@hamiltondds.org](mailto:hr@hamiltondds.org) Phone: 794-3300

- Closing Date is February 24, 2012.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER/DRUGFREE WORKPLACE**

**Date Posted: February 15, 2012**