



The mission of the Belmont County Board of Developmental Disabilities is to encourage, support, and respect people on their journey through life.

POSITION DESCRIPTION

Position Title: **Community Supports Coordinator**

Department: Director of Community Supports

Reports to: Community Supports Supervisor

FLSA Status: Non-Exempt

Hours Worked: Full Time 40 hrs./week 2080 hrs./year

Effective Date: September, 2025

Position Summary

Under the general supervision of the Director of Community Supports, this position is responsible for working with the Director and/or the Community Supports Supervisor and coordinating services and supports for children 3-18 for the Belmont, Harrison, and Noble County Boards.

Essential Duties and Responsibilities

1. Develops and seeks out the needed supports for children and families in need. Plans and implements service and support administration to ensure the identification of natural and community supports and acquisition of needed services and supports to the person and families through the self-determination process.
2. Through the self-determination process, develops a person-centered Individual Support Plan (ISP) with the active participation of the individual served, his or her circle of support, and, the provider(s) selected by the individual.
3. Completes eligibility evaluation as needed.
4. When needed and under the direction of the Director of Community Supports, develops an individual budget based upon a comprehensive assessment of the person's needs with consideration of all resources available to the individual.
5. Ensures that the person is given the opportunity to select providers from all willing and qualified providers in accordance with applicable federal and state laws and regulations including rule 5123:2-9-11 of the Administrative Code.
6. Acts as the primary point of coordination to ensure that services and supports are effectively coordinated and provided by appropriate providers as defined in OAC 5124:2-1-11.

7. Provide ongoing individual support plan coordination to ensure supports are provided in accordance with the individual support plan and to the benefit and satisfaction of the person supported.
8. Provides ongoing monitoring to ensure the ISP and desired outcomes are achieved for the person.
9. Facilitate effective communication and coordination among the individual and members of the team by ensuring that the person and each member of the team has a copy of the current individual support plan as defined in OAC 5123:2-1-11 (i).
10. Maintains case notes to document all supports and services provided. Maintains an electronic file on each person supported.
11. Completes UI and MUI reviews and follow up as needed.
12. Completes referral to Opportunities for Ohioans with Disabilities (OOD) as needed when a person requests employment supports according to OOD's recommended process.

Other Related Duties and Responsibilities

1. Follows all policies and procedures of the Belmont-Harrison-Noble County Boards of DD as well as all laws applicable to the position.
2. Maintains necessary records and completes reports in a timely and accurate manner.
3. Represents the community supports team on standing and ad hoc committees within the organization.
4. Attends meetings and conferences as requested.
5. Performs other related duties as required.

Required Qualifications

1. Bachelor's Degree.
2. Certification – Service and Support Administration per AC 5123:2-5-02.
3. Prefer at least one (1) year experience as a Service and Support Administrator.
4. Strong Computer skills; knowledge of Microsoft Office software.
5. Satisfactory comprehensive background checks pursuant OAC 5123:2-2-02.
6. Valid driver's license.
7. Must be able to operate a county vehicle, including the safe transportation of persons-served to appointments, programs or other destinations as required.
8. Must be able to safely lift, carry, push, and pull up to 50 pounds as part of routine job duties and perform physical tasks such as bending, reaching and standing for extended periods.

Skills and Abilities

1. **Time Management** - Understands the full scope of functions assigned and the relationship of the position to all other positions within the organization. Remains aware of current trends in the field. Applies experience and knowledge effectively.
2. **Problem Solving/Decision Making** - Utilizes applicable rules, regulations, and policies as a foundation for decision making. Applies innovative thinking, gathers all relevant information and explores all possible options. Operates with a proactive approach to service coordination, staying aware of all issues and taking appropriate actions to minimize and prevent issues from developing into problems.
3. **Communication** - Promotes a positive and friendly environment, where everyone is treated with dignity, respect, and inclusivity. Exercises professionalism as a representative of this agency in all external and internal communications, both written and oral. Employs active

listening skills to gain meaningful insight into what people truly need and value. Receives and responds to concerns and feedback with thoughtfulness and integrity.

4. **Team Effort/Cooperation** - Works collectively with all county board departments. Displays the ability to take initiative in leading as well as supporting. Provides and accepts constructive criticism in a respectful manner.
5. **Knowledge of Job** - Understands the full scope of functions assigned. Articulates and promotes the philosophy of the county board. Applies experience and knowledge effectively.
6. **Adherence to Safety Protocols and Training** – Understands the rules and procedures specific to your role and the workplace. Knows and follows emergency operating procedures. Stays updated on county board and personnel policies and procedures.

Working Conditions and Physical Requirements

1. May be exposed to blood borne pathogens, communicable diseases, and/or aggression in situations of personal conflict or crisis.
2. May be requested to lift, carry, and move children in a safe manner, according to in-service training.
3. Must be able to operate a county vehicle, including the safe transportation of persons-served to appointments, programs or other destinations as required.
4. Must be able to safely lift, carry, push, and pull up to 50 pounds as part of routine job duties and perform physical tasks such as bending, reaching and standing for extended periods
5. Works a flexible schedule, at times, to meet the needs of the County Board.

This position description serves as an overview of the position and in no manner states or implies that these are the only duties and expectations required. Administration reserves the right to modify the contents of this document at any time. By signing, the employee certifies that he/she has reviewed the position description and is aware of the duties and expectations of the position.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

The Belmont County Board of Developmental Disabilities is committed to diversity, equity, and inclusion.