DATE POSTED: August 24, 2023

ANTICIPATED START DATE: September 11, 2023

NOTICE OF POSITION OPENING

POSITION: MANAGER OF INVESTIGATIVE SERVICES AND SUPPORT

LOCATION: Ashtabula County Board of DD
2505 South Ridge Road East
Kingsville, Ohio

DUTIES & RESPONSIBILITIES: To review all incidents involving DD individuals; determine facts of the incident; determine if action was taken to ensure health & and safety, and ensure the individual’s team develops a plan of care or preventive measures to decrease the likelihood of further similar incidents.

MINIMUM QUALIFICATIONS: Associate’s degree, bachelor’s degree preferred from an accredited college or university in, health services, human services, law enforcement, criminal justice, social or behavioral sciences.

REQUIREMENT FOR SAFETY SENSITIVE POSITION: Criminal background check/medical examination/drug screening

SALARY: $25.02 - $33.38 (commensurate with education and experience)

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

Ashtabula County Board of DD
2505 South Ridge Road East
Ashtabula, Ohio 44004
Or email: jade.artman@ashtabuladd.org

APPLICATION DEADLINE: September 7, 2023 or until filled
TITLE OF POSITION | MANAGER OF INVESTIGATIVE SERVICES AND SUPPORT
---|---
UNIT OR OFFICE | ADMINISTRATION
COUNTY OF EMPLOYMENT | ASHTABULA
TITLE OF IMMEDIATE SUPERVISOR | SUPERINTENDENT
NORMAL WORKING HOURS | 8:00 A.M. – 4:00 P.M. Monday – Friday (Hours may vary based on individual’s needs)
PURPOSE OF POSITION | To review all incidents involving DD individuals; determine facts of the incident; determine if action was taken to ensure health & safety, and ensure the individual’s team develops a plan of care or preventive measures to decrease the likelihood of further similar incidents.

**JOB DESCRIPTION**

- Provides oversight of the Department to ensure compliance with management standards set by the Ohio DODD and other regulatory organizations.
- Oversees the development and administration of the Investigative Service and Support Department.
- Provides supervision and evaluates the Investigative Agent.
- Participates in the development, implementation, and monitoring of the strategic planning process.
- Serves as the primary liaison to the Ohio DODD MUI Unit for processing of MUI reports and information.
- Develops and assists in the development of policies and procedures within the department.
- Completes accreditation self-review documentation.
- Participates in on-site reviews and audits.
- Ensures all records maintained on individuals receiving services are accurate and up to date.
- Ensures compliance with all local, state, and federal rules and regulations.
- Participates in Incident Review Committee (IRC) to evaluate trends and patterns.
- Advises superintendent of statistical review of trends and patterns regarding MUI’s. Inform the superintendent immediately of incidents in urgent matters.
- Coordinates and conducts timely investigations on reported incidents involving alleged, suspected, or actual abuse, neglect, or other suspected or actual major unusual incidents, including, but not limited to gathering information, securing evidence, taking photographs as necessary, and interviewing all relevant parties to the incident.
- Maintains regular communication (contract, coordination, and follow-up) with local law enforcement agencies, Children Services Board, and any other county officials who might be involved in conducting any MUI investigations.
- Assures that all necessary information relevant to investigations is reported to the Ohio DODD MUI Unit.
- Assures that summaries of investigations are completed, including findings and case status, for those persons required or approved to receive them.
- Reviews unusual incidents for the purpose of determining patterns or trends and to assure that appropriate corrective actions and preventive measures have been taken.
- Monitors preventive/corrective measures in response to major unusual incidents to assure implementation.
- Maintains clear communication within the program. (e.g. periodically throughout the day checking and responding to email, voice mail, fax, and written communication, etc).
- Responsible for outcome-based measurements.
- Provides MUI Rule training to licensed or certified DD providers, County Board staff, parents, and families as needed or requested.
- Attends meetings and training sessions, including state and local meetings as scheduled and/or specified.
- Communicates with agency providers and County Board Staff about changes in MUI rules and/or procedures.
- This position description is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class, and should not be interpreted to describe all the duties which may be required of employees holding a position assigned to this class.
• Will work in an environment with children and adults with developmental disabilities and behavioral difficulties. Will be aware of the potential for exposure to infectious disease and be expected to promote appropriate preventative approaches to maintain appropriate protocols.
• Complies with guidelines established by the Ohio Department of Developmental Disabilities (DODD) and the Ashtabula County Board of DD (ACBDD) policies and procedures regarding reporting of alleged abuse and/or neglect and other incidents as outlined in 5123-17-02, addressing major unusual incidents and unusual incidents to ensure health, welfare, and continuous quality improvement.
• Will be required to conduct all Board business courteously, respectfully, and professionally.
• Performs other related duties as determined by the Superintendent.

MINIMUM ACCEPTABLE CHARACTERISTICS

• Associate’s degree, bachelor’s degree preferred from an accredited college or university in, health services, human services, law enforcement, criminal justice, social or behavioral sciences.
• Investigative agent certification as required by the Ohio Department of Developmental Disabilities.
• Working knowledge of rules and regulations pertaining to client rights, unusual incidents, and major unusual incidents; OAC.5123-17-02.
• Valid driver’s license with good driving record.
• Demonstrates basic typing and computer skills.
• Demonstrates ability to communicate clearly and effectively with a variety of individuals in oral and written form.
• Knowledge of programs and services for children and adults with developmental disabilities and their families available through the Ashtabula County Board of Developmental Disabilities and other local and state agencies.
• Demonstrates ability to present self in a professional manner.
• Demonstrates ability to maintain confidentiality.
• Demonstrates ability to adjust to and cope with changes in work schedule.
• Demonstrates ability to work independently with limited supervision.
• Knowledge and support of the Ashtabula County Board of Developmental Disabilities mission and philosophy.
• Ability to sit, stand, reach, and bend;
• Ability to perform non-violent physical crisis interventions;
• Ability to lift 25 pounds.

Signature of Employee and Date:

I have read and understand this position description and to the best of my knowledge, I believe I can perform these duties.

Signature of Agency Representative and Date: