DATE POSTED: October 24, 2022

ANTICIPATED START DATE: November 28, 2022

NOTICE OF POSITION OPENING

POSITION: COMMUNITY OUTREACH SPECIALIST

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

DUTIES & RESPONSIBILITIES: Promoting and supporting the establishment and expanding a referral network that links Ashtabula County families to services.

MINIMUM QUALIFICATIONS: Bachelor’s degree from an accredited college or university. Three to five years of experience working with individuals with disabilities, including, supporting people with disabilities in community-based settings. Valid driver’s license with a 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/medical examination/drug screening

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
Or email: jade.artman@ashtabuladd.org

APPLICATION DEADLINE: November 7, 2022 or until filled
TITLE OF POSITION | COMMUNITY OUTREACH SPECIALIST
UNIT OR OFFICE | ADMINISTRATION
COUNTY OF EMPLOYMENT | ASHTABULA
TITLE OF IMMEDIATE SUPERVISOR | DIRECTOR OF QUALITY AND COMMUNITY OUTREACH
NORMAL WORKING HOURS | 8:00 A.M. – 4:00 P.M. Monday – Friday (Hours and days may vary)
PURPOSE OF POSITION | Promoting and supporting the establishment and expansion of a referral network that links Ashtabula County families to services

JOB DESCRIPTION
- Research, identify and execute partnerships with a wide variety of community partners to expand and enhance opportunities for persons with DD to actively participate in their communities.
- Collaborate with internal colleagues and external partners to enhance the quality of community-based opportunities and availability of resources.
- Develop methods to organize and maintain up-to-date information on places, agencies, activities, and opportunities available in the community and that which serve the DD population, whether exclusively or inclusively.
- At the direction of the Quality and Community Outreach Director, maintain broad and strategic community partnerships and collaborations that promote inclusiveness and participation in the community for persons with developmental disabilities (DD).
- Facilitate greater connections among area social service organizations to improve competencies, capacities, and collaborative practices that increase community opportunities and measurable outcomes for individuals with DD.
- As warranted by community inclusion outcomes of individuals with DD, maintain an active presence on community-based consortiums/collaborations that serve to enhance opportunities for community inclusion.
- Make presentations to local organizations promoting Ashtabula DD initiatives related to the expansion of opportunities for individuals with DD.
- Creates, organizes, and implements activities based on needs the and desires of people served.
- Expand awareness of self-determination principles of freedom, support, control, responsibility, confirmation, relationships, dreams, and choice with internal and external stakeholders.
- Provide self-determination and training resources.
- Promote and recognize advocacy efforts and assist in organizing advocacy efforts throughout Ashtabula County.
- Assist advocates to connect with and educate policymakers and achieve leadership positions.
- Provide self-determination best practice input to state and local governing organizations.
- Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS
- Bachelor's Degree, three (3) - five (5) years of experience working with individuals with disabilities, including supporting people with disabilities in community-based settings.
- Critical thinking skills to think strategically, analytically, and operationally about the impact of initiatives on agency.
- Working knowledge of ORC, OAC, and ACBDD policies and procedures.
- Working knowledge of the rules of the Ohio Department of DD.
- Demonstrates regular and predictable attendance.
- Promotes positive culture in all areas of responsibility, including but not limited to the individuals served by the county board and their families, Board members, staff members, providers, and community partners.
- Ability to establish and maintain positive professional relationships; principles, practices, and techniques relating to social work; local, state, and federal laws, rules, and regulations; government structure and process; agency goals and objectives; agency policies and procedures.
- Resolve complaints; exercise independent judgment and discretion.
- Understanding of the importance of confidentiality.
- Computer operation, and use of modern office equipment.
- Possess a valid State of Ohio driver’s license with the ability to drive 15 passenger van for day, night, or overnight trips.
- Possess excellent verbal and written communication skills.
- BCI background clearance and abuser registry checks.
- Satisfactory pre-employment drug test and physical
- Possess and maintain first aid and CPR certifications
- Must be able to work independently and as part of a team process.
- Ability to sit, stand, reach, push/pull and bend.
- Ability to lift 25 pounds.

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<th>Signature of Employee and Date:</th>
<th>Signature of Agency Representative and Date:</th>
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<td>I have read and understand this position description and to the best of my knowledge I believe I can perform these duties.</td>
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