## Position:

Service and Support Administrator/ Case Manager  
OhioMeansJobs Post #250725103

## Job Description:

The Ashtabula County Board of DD is Hiring a Service and Support Administrator/ Case Manager

Function as the primary point of coordination for eligible individuals with developmental disabilities. Must have valid Driver’s License and be able to pass a background check and drug screen.

Monday-Friday  37.5 hours/week  
$18.06-$32.90/hr + benefits

## Desired Skills:

Must be highly self-motivated, self-disciplined and able to work cooperatively with other team members. Must have strong communication skills and must be organized and accurate. Coordinates all aspects of services and supports that impact the entire service plan. Computer skills necessary. Bachelor’s Degree required. Must have valid Driver’s License and be able to pass a drug screen and background check.

## How to apply:

Obtain an application online at [www.ashtabuladd.org](http://www.ashtabuladd.org).  
Apply online, mail, & email:

Ashtabula County Board of DD  
Attn: Jade Artman  
2505 South Ridge Road East  
Ashtabula, Ohio 44004  
Jade.artman@ashtabuladd.org

## OPEN DATE 12/6/2022  
CLOSE DATE 12/20/2022

If you need assistance or have any questions, feel free to contact:  
OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234  
Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.  
Thank you and best of luck  
OhioMeansJobs Ashtabula County

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