



The Mission of the Defiance County Board of Developmental Disabilities (DCBDD) is to enrich the lives and meet the needs of individuals with developmental disabilities and their community throughout their lifetime.

Job Title: Community Programs Assistant

Work Location: 195 Island Park Ave.

Department: Service and Support Administration

Reports To: Director of Community Services

☒ **Full-time**
☐ **Part-time**

Hours: Monday – Friday
8AM – 4PM

☐ **Exempt**
☒ **Nonexempt**

☒ **Hourly**
☐ **Salary**

Overview:

Essential Duties and Responsibilities:

- Create, update, purge, and maintain individual clients' files, including active and archived records pursuant to agency and DODD file requirements.
- Perform a variety of clerical duties, including assisting with distribution of ISPs and other material; assuring adequate supplies, forms, and agency brochures; and faxing materials as needed.
- Update and maintain accuracy and consistency of all databases of client information (DODD/CRM, Brittco, and others as necessary), including creating new profiles, updating demographics, and performing periodic quality and consistency checks.
- Participate in development of new forms, tracking, and reports, utilizing agency information management systems.
- Provide first line assistance with technology, including computers and applications. Assist in coordinating and implementing field use of iPads.
- Coordinate training as requested by the Director of Community Services.
- Maintain tracking of ISPs, CPTs, MUIs, and other time sensitive material.
- Respond to records requests from other provider agencies.
- Assist in completion of CPTs, PAWS enrollment, TCM billing and other Medicaid related services as directed.
- Assist with special projects as requested, such as development/implementation of surveys, preparation of files for reviews, completing mass mailings, family notifications, meeting coordination.
- Promote positive and professional representation of the board through effective communication with other employees, individuals and their families/guardians, service agencies, community members, and other stakeholders.
- May be exposed to communicable diseases and individuals with unpredictable and/or aggressive behavior.
- Follow the policies, procedures, and standards adopted by the Defiance County Board of DD.
- Maintain professional ethics in keeping the confidentiality of information and material with which s/he may come in contact, in accordance with Federal HIPAA.
- Shall perform other related duties as required by the Director of Community Services or Superintendent.

Education and/or Work Experience Requirements:

- High School diploma or General Equivalency Diploma (GED), associate's degree preferred but not required.
- Shall possess computer skills sufficient to perform word processing tasks and effectively use the Ohio Department of DD IDS/CRM system, and other systems as necessary, for record keeping and TCM billing.

- Working knowledge of Microsoft Word, Excel, Publisher, PowerPoint, and Gmail is required.
- Possess competency in the operation of basic office equipment, including fax machine, copiers, computers, printers, and other office equipment.

Minimum Qualifications and Physical Requirements:

- Must be able to lift, carry and move office supplies, materials, and equipment required for day-to-day operations.
- If required by the position you must maintain a current driver's license in your residing state for the purpose of transporting individuals who are receiving services and/or operation of a Board owned vehicle.
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.
- Successfully pass a physical examination and drug test after job offer.
- Must be able to lift and carry up to 50 lbs.
- Must be able to talk, listen and speak clearly on telephone.
- Bureau of Criminal Identification and Investigation (BCII), Federal Bureau of Investigation (FBI), and abuser registry clearances. Ability to access worksite(s) required.

Work Conditions

- Professional office environment is provided. Travel within the county is expected.
- May be exposed to individuals who exhibit aggressive behaviors.
- May be exposed to infectious/contagious disease as part of employment setting.
- Ensures and maintains harmonious and effective relationship with other employees, consumers, parents/guardians, local school districts and state and local community service agencies.
- Knowledge and utilization of universal precautions to prevent the spread of infectious/contagious diseases.
- Maintains confidentiality and follows appropriate chain of command.
- Adheres to all local, state, and federal laws, and County Board of Developmental Disabilities policies and procedures.

Employee Understanding and Agreement

I understand and will perform the duties and requirements specified in this job description.

Print Employee Name:

Employee Signature:

Date:

Date Originated: 7/21/2005

Revised: 11/23/2021