

# SEPTEMBER 2, 2010

## NOTICE OF AVAILABLE POSITION (S): WOOD COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

**All applicants must complete/obtain:**

1. Application for Employment
2. Affidavit
3. Disclaimer of Nepotism
4. Disclosure/Release Form
5. Division of Homeland Security Form/List
6. 1 Reference Release Form
7. Copy of School Records

**Application/ Position Description may be obtained at the following location:**

Wood County Board of DD  
 1921 E Gypsy Lane Rd  
 Bowling Green OH 43402  
 Administration Office, Ent. B  
 8:00 a.m.-4:30 p.m.  
 Phone:(419) 352-5115      TDD:(419) 352-7954

**\*\* ALL APPLICATION'S MUST BE SUBMITTED NO LATER THAN 12:00 P.M. ON DEADLINE DATE\*\***

**Incomplete applications or applications received after the posting deadline will not be considered.**

POSITION	BRIEF DESCRIPTION	FACILITY	STATUS APPOINTMENT HOURS	PCN	PAY RATE	POSTING PERIOD	BENEFITS	APPLICATION REQUIREMENTS LISTED ABOVE
Vehicle Aide 10-month position	Provide supervision to consumers with DD on bus.	Transportation	Part-Time FLSA: Non-Exempt 40 hrs BW	700-052	\$9.00 hourly entry-level pay during initial 150 days of employment without 1-year verifiable work experience. \$9.00-\$11.38 hourly.	9/2/10 9/9/10	Health, Dental, Life Insurance; Sick, Vacation, Personal Leave.	Must be at least 18 years old. Must submit a completed application packet.
Long Term Substitute Physical Education Specialist	Plan and implement instructional programs and provide instruction to students.	School	FLSA: Exempt <b>Temporary position to end on or about 10/15/2010</b>	000-001	\$23.68 hourly	6/21/10 - until filled	Sick Leave	Must possess valid, current Physical Education License/Certification pursuant to State of Ohio, Department of Education rules and regulations. Adapted Physical Education preferred with two (2) years experience. Must submit a completed application packet with resume and letter of intent.

**Minimum Qualification Standards:**

1. A resident of Ohio
2. Must be able to move adult consumers, children, and adolescents in a safe manner. Must be able to move office supplies, public relations materials, and equipment required to perform essential job duties.
3. Maintain Ohio Driver's license for the purpose of transporting consumers in a Board vehicle or personal vehicle.

**Conditions of Employment**

1. Successful completion of general orientation.
2. Receipt of acceptable State Nurse Aide Registry inquiry.
3. Maintain all licenses/certifications required by the Board (i.e., Behavior Shaping, First Aid, CPR, Med Pass, etc.).
4. Have medical examination and a one-step PPD test to determine fitness for duty prior to providing direct care service or within 30 days of employment whichever comes first.
5. Possess/maintain acceptable motor vehicle record. **NOTE: Use of personal vehicle for transporting consumers requires proof of liability insurance.**
6. Receipt of acceptable criminal background report from Bureau of Criminal Investigation and county sheriff's office of applicant's permanent address.
7. If selected for substance abuse screening, a negative test is mandatory.

NOTE: Employment contingent on successful completion of criminal background check as required by Section 5126.28, Ohio Revised Code. The Wood County Board of Developmental Disabilities is an Equal Opportunity Employer and Provider of Services. If you are a person with a disability and require accommodations please advise our EEO Officer Donna Beam.