

(Updated) AUGUST 24, 2011

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

All applicants must complete/obtain:

1. Application for employment
2. Affidavit of Felony
3. Disclaimer of Nepotism
4. Disclosure Form
5. Division of Homeland Security Form/List
6. Reference Release
7. High School Diploma, GED or College Records

Job application, position description, or other information 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.
(419) 352-5115
TDD: (419) 352-7954

Incomplete applications are not considered.

POSITION	BRIEF DESCRIPTION	FACILITY	STATUS APPOINTMENT HOURS	PAY RATE	APPLICATION REQUIREMENTS LISTED ABOVE
Adult Services Sub	Assist in providing supervision for consumers, assist with basic living skills, complete daily documentation.	Industries	Unclassified FLSA: Non-Exempt Intermittent	\$9.00 hourly	Completed application packet.
Adult Services/WLS Nurse Sub	Provide professional nursing care for all consumers of the Adult Services Department.	Industries	Unclassified Intermittent	\$16.51 hourly	Must maintain appropriate/valid licensure as a Registered Nurse pursuant to section 4123.13 of the ORC and any other licenses or certifications mandated.
Instructor Sub	Plan and implement instructional programs and provide instruction to students in the absence of the instructor	School	Unclassified FLSA: Non-Exempt Intermittent	\$23.68	Must have Bachelor's Degree in Education.
Instructor Assistant Sub-All Areas	Assist in teaching infants/toddlers/students in the absence of Instructor Assistant.	School	Unclassified Intermittent	\$9.00 hourly	Completed application packet. Must obtain, maintain and be responsible for providing the Board with current Program Assistant registration as issued by the Ohio Department of Developmental Disabilities. Two (2) years experience with MD students preferred.
Shuttle Driver Sub	Provide transportation by van for consumers employed in the community.	Transportation	Unclassified FLSA: Non-Exempt Intermittent	\$9.00 hourly	Completed application packet. Must have 4 years driving experience.
Vehicle Aide Sub	Provide supervision to consumers with MR/DD on bus.	Transportation	Unclassified FLSA: Non-Exempt Intermittent	\$9.00 hourly	Completed application packet.
Vehicle Operator Sub	Operate school bus to transport consumers to and from facilities.	Transportation	Unclassified FLSA: Non-Exempt Intermittent	\$13.36 hourly	Completed application packet.

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 DD 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.