

To provide an innovative array of services and supports with individuals with developmental disabilities that enhance their quality of life, promote community inclusion and acceptance and foster each individual's unique ability to grow, learn and contribute to community. Services that are innovative and uniquely responsive to the changing needs of the individual and family within the changing landscape of the service environment. Maintain a person-centered focus where individual choice and self-direction guide services; developing opportunities that promote learning, community participation and good citizenship; promote and maintain environments that are safe, integrated, healthy, foster a climate of teamwork, respect and accountability for all; ensuring diligent stewardship of local, state, federal and donor fiscal resources. Ardmore is Ohio Department of Developmental Disabilities certified as Supported Living, Individual Options (IO) and Level One Provider.

**POSITION DESCRIPTION:** Supervise and train adults who are developmentally disabled, (specific to developmentally disabled), and aging. Responsibilities include habilitation services and program monitoring in line with Individual Plan (IP), completion of all required documentation; implementation of agency policies and procedures, responsible for all daily facility operations including cooking, cleaning and laundry, service intervention, monitoring home environments to ensure supported living standards are maintained, assistance with appointments, 24 hour emergency back up system, assisting, aiding and supporting individuals in their homes with:

- |                    |                                 |                       |
|--------------------|---------------------------------|-----------------------|
| Light Housekeeping | Coordination of Social Services | Transportation        |
| Meal Preparation   | Coordination of Routine Needs   | Social Support Visits |
| Menu Planning      | Monitoring of Health and Safety |                       |
| Shopping           | Recreation and Leisure          |                       |

**ARDMORE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**  
**RELIEF HABILITATION SPECIALIST**  
**RHS #1**

**DESCRIPTION:** Ardmore, Inc. is a private, non-profit agency developed to provide alternatives to institutional living for residents of Summit County who are developmentally disabled, (specific to mental retardation), and aging. Ardmore programs are designed to meet the specific needs of each individual through a continuum of community-based residential and support services, focusing on in-home support services which are grounded in the belief that:

- individuals of any age want to remain in their own homes
- individuals want to maintain their independence and personal freedoms
- individuals want to actively participate in planning their support needs as well as their futures
- many individuals can remain in their own homes, regardless of age, with a few added supports...

**THE RATE OF PAY IS \$9.25 PER HOUR**

**HOURS OF THE POSITION ARE:** Work hours are scheduled on an "as needed" (substitute) basis. All Relief are required to complete a minimum of twenty-six (26) hours paid time in a direct care capacity, within ninety (90) days beginning employment, and maintain a minimum of twenty-six (26) hours every ninety (90) days to remain on active status and eligible to continue work. Hours are as directed by facility needs and care plans - 7 days a week - 24 hours a day.

**REQUIREMENTS:** High School diploma or equivalency i.e., GED Ohio Driver's License, car, insurance and good driving record (no more than 4 points). Preferred: experience with DD population; BA or related course work desired

**POSITION AVAILABLE: IMMEDIATELY**

**CONTACT PERSON:** HUMAN RESOURCE MANAGER/ HUMAN RESOURCE GENERALIST