

**DEVELOPMENT SERVICES AGENCY
EMPLOYMENT OPPORTUNITY**

Job Title: Supportive Housing Specialist
Job Classification: Housing Grant Analyst 2
Starting Salary: \$23.44 hr. / \$48,755 yr.
Job Classification/Status: Classified
Division/Office: Community Services/Community Development
Location: 77 South High Street, 26th Floor, Columbus, Ohio
Work Hours: 8:00am – 5:00pm, M-F

Position Number: 20011378

Bargaining Unit: 14

Supervisor: Scott Gary

DATE POSTED: FEBRUARY 5, 2018

DEADLINE FOR APPLYING: MARCH 5, 2018

Job Duties:

Reviews community agencies (e.g., non-profit organizations, homeless shelters, supportive housing providers, local governments, community action agencies & other public or private organizations) in housing compliance areas (e.g., procurement, acquisition/relocation, fair housing equal opportunity, housing quality standards, income qualification, etc.) & regulations (e.g., Homeless Emergency Assistance & Rapid Transition to Housing Act, Emergency Solutions Grant, Section 8 fair market rent standards, fair housing, Americans with Disabilities Act) pertaining to one or more housing &/or homeless grant programs (e.g., Housing Assistance Grant Program, Homeless Crisis Response Program, Supportive Housing Program, Housing Opportunities for Persons with AIDS program, Continuum of Care program, etc.); monitors grantee & BoS CoC funded projects through on-site visits to determine administrative, program & financial compliance; reviews agency data to determine if performance measures were met; ensures compliance with state & federal program rules & regulations; provides technical assistance (e.g., application preparation, record keeping, technical assistance on dispute resolution) to community agencies; reviews Office of Community Development (i.e., OCD) grants for programmatic impact & feasibility of proposed programs; monitors & analyzes operations, systems or procedures of supportive housing grantees to determine needed improvements; researches supportive housing policies to determine impact of implementation on homeless &/or housing assistance projects; prepares reports; assists in implementation of OCD programs; explains grant applications & program guidelines; assists in preparing for & conducting training sessions. Reviews grant applications, Homeless Management Information System (i.e., HMIS) generated reports; draw down requests, reports & other documentation for accuracy & compliance; enters grantee data into computerized system; maintains grant records for OCD programs. Responds to requests for information about state housing & community-based programs; makes referrals to other state, federal or local resources; prepares reports on state & federal housing, homeless & community-based programs; develops information materials; prepares & mails correspondence as needed. Attends staff meetings, training sessions & conferences; performs other related duties as assigned. Demonstrates commitment to sound metrics, accountability & transparency while ensuring quality customer service.

Minimum Classification Qualifications (a test may be given as part of the selection process):

Completion of undergraduate core program in business administration/public administration, urban planning or political science; 12 months training or 12 months experience in planning, developing &/or implementing housing &/or homeless grant programs or real estate sales & must be able to provide own transportation.

-Or 36 months training or 36 months experience in planning, developing &/or implementing housing &/or homeless grant programs or real estate sales & must be able to provide own transportation.

The final candidate selected for this position will be required to undergo a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

TO APPLY, VISIT <http://careers.ohio.gov> or www.ohiomeansjobs.com or www.governmentjobs.com

OR

SUBMIT APPLICATION TO:

Ohio Development Services Agency, Human Resources Office
77 South High Street, 27th Floor, Columbus, Ohio 43215-6130
Fax: (614) 644-9030

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