

**DEVELOPMENT SERVICES AGENCY
EMPLOYMENT OPPORTUNITY**

Job Title: SUPPORTIVE HOUSING PROGRAM MANAGER

Position Number: 20078030

Job Classification/Status: Administrative Staff, Unclassified Exempt

Starting Salary: \$55,000 yr. + based on qualifications

Division/Office: Community Services/Community Development

Location: 77 South High Street, 26th Floor, Columbus, Ohio

Work Hours: 8:00am – 5:00pm, M-F

Supervisor: Scott Gary

DATE POSTED: MARCH 15, 2018

DEADLINE FOR APPLYING: APRIL 5, 2018

Job Duties:

Acts as agency lead for statewide interagency collaboration on homelessness & affordable housing issues: Serves as Office of Community Development (i.e., OCD) lead for the Housing & Homelessness Collaborative (i.e., HHC) & on any applicable workgroups; acts as primary staff to coordinate OCD's partnership with the Ohio Department of Mental Health & Addiction Services to implement Ohio's plan to end homelessness, *Blueprint to End Homelessness*; acts as OCD lead for policy development & implementation actions assigned to the agency within the plan.

Works with all nine Ohio Continua of Care (i.e., CoC) to help meet *Blueprint for Ending Homelessness* goals & federal benchmarks to end homelessness: Creates & evaluates data dashboard & reports to assist in monitoring progress of state & CoC achievement towards plan goals; collaborates with external stakeholders on the Ohio Human Service Data Warehouse project.

Responsible for OCD coordination with the Balance of State Continuum of Care (i.e., BoSCoC) & communication to OCD staff including, but not limited to: collaboration & representation on all BoSCoC workgroups, coordination of all grants with the BoSCoC, collaboration & representation on the Youth Homelessness Demonstration Project (i.e., YHDP), creation of Homeless Management Information Systems (i.e., HMIS)-generated reports, & continuous system performance improvement.

Assist Supportive Housing Manager with program implementation including program design, application review, monitoring, & program evaluation; maintains current knowledge of policies & initiatives of housing/homelessness offices in other statewide & federal agencies; reviews federal regulations that impact Supportive Housing programs & processes; advises supervisor of regulations' impact on OCD programs; makes policy recommendations to supervisor. Attends staff meetings, training sessions & conferences; performs other related duties as assigned. Demonstrates commitment to sound metrics, accountability & transparency while ensuring quality customer service.

Position Specific Qualifications (a test may be given as part of the selection process):

1. Bachelor's degree in social science, public administration or related area. Master's degree preferred.
2. Extensive experience with program management, group facilitation & public policy research & development.
3. Experience in working with housing & homeless programs required.
4. Excellent oral, written & interpersonal skills with experience dealing with many types of people at various levels.
5. Must possess valid driver's license & be able to travel to various sites around Ohio.

The final candidate selected for this position will be required to undergo a criminal background check & drug screen. 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 THE STATE OF OHIO WEBSITE AT: <http://careers.ohio.gov> or <http://ohiomeansjobs.com> or <http://governmentjobs.com>

Ohio Development Services Agency, Human Resources Office
77 South High Street, 27th Floor, Columbus, Ohio 43215
(614) 466-2072 Fax: (614) 644-9030

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