

Sorry for the barrage of emails today, I'm catching up from the conference!

Attached please find a position posting at the Department of Development.

Let me know if you have any questions!

Thanks,

aew

Amanda Wilson, LISW-S, CDE  
*she/her/hers*  
Youth Housing Initiative Director  
614.280.1984 x115

From 03/06/2023-05/26/2023 COHHIO will be piloting a four-day workweek as an employment benefit and retention strategy aiming to improve employee morale, decrease burnout, and streamline productivity. For more information on this practice relative to the Youth Housing Initiative Program, please email Program Director Amanda Wilson at [amandawilson@cohhio.org](mailto:amandawilson@cohhio.org) .

OHIO DEPARTMENT OF DEVELOPMENT  
EMPLOYMENT OPPORTUNITY

Job Title: **SUPPORTIVE HOUSING SPECIALIST** (2 Positions)

**Starting Salary:** \$27.03 hr. / \$56,222 yr.

**Position Number:** 20011384, 20011390

**Job Classification/Status:** Housing Grant Analyst 2/Classified

**Division/Office:** Community Services/Community Development

**Bargaining Unit:** 14

**Location:** 77 South High Street, 26<sup>th</sup> Floor, Columbus, Ohio

**Work Hours:** 8:00am – 5:00pm, M-F

**DATE POSTED:** APRIL 7, 2023

**DEADLINE FOR APPLYING:** APRIL 24, 2023

Development is seeking two mission-focused, tech savvy Grant Analysts that are excited to join our efforts to modernize and streamline the state's supportive housing programs. Development offers a flexible, hybrid work schedule, competitive pay, and benefits.

Successful applicants will become positive change agents and partners with non-profit and local government agencies in creating opportunities for homeless and low income individuals and families by:

- Empowering homeless programs in Ohio through the provision of professional, accurate and timely customer service and technical assistance;
- Developing and reviewing grant applications for completion, accuracy and alignment with HUD, Continuum of Care and state policy;
- Analyzing operating systems, policies and/or procedures of our grantees and their respective CoCs to determine the need for program improvements and help them improve their performance;
- Researching and developing policies and best practices related to supportive housing and determine their impact on the implementation of homeless programs;
- Reviewing grant applications, reports, and other documentation for accuracy and compliance; entering data into the electronic grant management systems;
- Monitoring grantee implementation of supportive housing programs for compliance with program, state and federal regulations and providing feedback and technical assistance;
- Developing training, technical assistance, processes, and informational materials;
- Responding to public and Grantee inquiries demonstrating sound metrics, accountability and transparency while ensuring quality customer service and maintaining a partnering relationship on behalf of the Department and Governor.

**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.

**UNUSUAL WORKING CONDITIONS**

Requires travel.

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](http://www.ohiomeansjobs.com)

OR

SUBMIT APPLICATION TO:

Ohio Department of Development, Human Resources Office  
77 South High Street, 27th Floor, Columbus, Ohio 43215-6130  
[hr@development.ohio.gov](mailto:hr@development.ohio.gov)

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