



ODVN Housing Coordinator **Full-time Exempt Position**

It is the responsibility of every ODVN employee to uphold the mission and purpose of this agency. The Ohio Domestic Violence Network advances the principle that all people have the right to an oppression and violence-free life; fosters change in our economic, social and political systems and brings leadership expertise and best practices to community programs.

In addition, it is the expectation that all staff will communicate ethically and engage in providing excellent customer service. It is also an expectation that on the individual level all staff members will work to further their personal capacity to foster an environment of cultural inclusivity and sensitivity that is the foundation for all our work.

This job description defines areas for which an individual has primary responsibility and is not intended to limit the scope of the job in any way.

Job Description:

Assist the Director of Housing and Meaningful Access in the administration of two housing programs: for survivors receiving services at member programs across the state, through the Fresh Start program, and a re-entry program for survivors leaving prison. This position will be responsible for data collection, administering payments to landlords, training housing advocates and other duties.

Primary Responsibilities for the Fresh Start Program will include:

The ODVN Housing Coordinator will work with the Director of Housing and Meaningful Access to administer, collect data for and provide guidance for *Fresh Start*, a new \$2 million HUD-funded housing project using ESG-CV funds from the CARES Act.

- Provide technical assistance to ODVN member program advocates around issues related to housing, accessing Rapid Rehousing assistance, and creating and maintaining relationships with Homeless Planning Regions
- Collect data from all Fresh Start data hub agencies, and all regions not covered by a data hub, and provide any necessary technical assistance
- Participate in Balance of State Continuum of Care regional planning meetings with all regions involved in the project
- Attend COHHIO, ODSA, and ODVN progress meetings and quarterly Coordinated Entry meetings
- Work with staff from COHHIO, regional leads, and DV program directors to build capacity of Balance of State shelters to ensure data collection is an accurate and seamless process.

- Participate in monthly Fresh Start Program meetings with Fresh Start DV program data hubs and DV Program participants
- Monitor sub-recipients, ensuring that participating programs act in compliance with HUD regulations, maintain detailed records, provide timely reports to meet HUD's requirements and participate fully in all Continuum of Care activities
- Stay informed about national housing issues and provide training and technical assistance using Housing First principles and practices through a domestic violence lens
- Perform other duties as assigned by the Director of Housing and Meaningful Access

Primary Responsibilities for the Re-entry Housing Project Include:

The Housing Coordinator will also be responsible for overseeing the Transitional Housing Program for survivors re-entering from prison.

- Provide oversight to the transitional housing advocate at the local program partner agency
- Assist with developing relationships with local landlords
- Administer payments to landlords for survivors re-entering from prison
- Meet regularly with the transitional housing advocate and the employment services agency to ensure adherence to economic empowerment and survivor autonomy
- Organize and provide trainings on the needs of re-entering survivors to domestic violence programs and re-entry coalitions

Reports To: Director of Housing and Meaningful Access

Qualifications:

- Demonstrated ability to handle multiple tasks and work independently
- Knowledge of HUD housing guidelines, requirements, data collection, and programming
- At least 3 years' experience with a domestic violence or housing program
- Bachelor or Master's Degree preferred but not required in social service or related field
- Knowledge or familiarity with HMIS or comparable housing databases
- Knowledge or familiarity of state and federal grants, reporting and service deliverables
- Demonstrates strong writing and oral communication skills, public speaking, and organizational skills
- Valid driver's license, access to own transportation, and a willingness and ability to travel statewide on a frequent basis with some overnight stays

Compensation: ODVN offers highly competitive salaries based on experience, a generous benefits package including partially paid health insurance for employees and their children; other health insurance policies at low costs to employees such as dental, vision, and short term disability; Health Savings Account, Flexible Spending Account, retirement plan after one year of employment; and a generous and flexible accrued paid time off benefit.

Location: Columbus, Ohio and statewide with potential for remote teleworking to be determined.

Application Process:

We value a diverse workforce and an inclusive culture. ODVN encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

To apply: Please submit a resume with a cover letter or equivalent, to Emily Kulow, Director of Housing, at emilyk@odvn.org. Please do not submit anything by mail. No telephone inquiries please.

The review of applications will begin immediately. **Scheduling of initial interviews of first round candidates will begin the week of November 9, 2020** progressing until a qualified applicant is hired.

ODVN is an Equal Opportunity Employer

ODVN recognizes the relationship between domestic violence and oppression. Thus, it is committed to becoming an exemplary diverse, equitable and inclusive organization by:

- *Welcoming diverse people and perspectives*
- *Focusing on areas of inclusion via advocacy, training and leadership*

Ohio Domestic Violence Network
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