



**HOUSING DIRECTOR**  
**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 equitable and inclusive work culture based on the vision, purpose and values of our Diversity, Equity and Inclusion Strategic Action Plan, 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**

ODVN seeks a person with experience running federally funded, permanent housing rental assistance programs, to oversee the launch of a \$1.9 million Continuum of Care (CoC) DV BONUS Rapid Re-Housing (RRH) project for survivors of domestic violence. The project serves survivors in Ohio's 80 Balance of State (BoS) counties through multiple ODVN member programs. Experience working with domestic violence survivors is preferred but not required. Specific responsibilities will include but not be limited to:

- 1) Assist in the development and implementation of a RRH program model, oversee the transition of existing participants and enroll new participants;
- 2) Develop and implement policies and procedures to demonstrate compliance with HEARTH Act regulations, BoS CoC RRH regulations and federal standards for grant management and fiscal accountability;
- 3) Develop and implement subrecipient agreements and contracts, RRH standard operating procedures, case management best practices, program outcome standards, and monitoring forms and process;
- 4) Oversee data collection by subrecipients and ODVN staff using Empower DB while ensuring compliance with Violence Against Women Act confidentiality requirements. Ensure staff at ODVN and member programs have the appropriate training to fulfill these obligations;

- 5) Supervise two ODVN staff members responsible for all aspects of grant implementation, including developing subrecipient training materials and providing the training; establish regularly scheduled internal meetings to review program outcomes, assess subrecipient performance, and troubleshoot emerging issues.
- 6) Work with ODVN's fiscal contractor and compliance coordinator to ensure federal funds are spent appropriately and timely;
- 7) Develop materials to assist subrecipients to become engaged in landlord marketing, education, and retention, as needed;
- 8) Establish and maintain collegial relationships with subrecipient providers, COHHIO, BoS CoC partners and ODVN member agencies;
- 9) If not already, become knowledgeable of the BoS CoC Regional Planning areas Coordinated Entry (CE) partners and the work flow of the CE and Prioritization process in each Region in order to promote DV Shelter access to BoS CoC permanent housing resources.

**REPORTS TO: Shelley Marsh, Deputy Director**

**QUALIFICATIONS**

**Demonstrated:**

- ✓ Ability to handle multiple tasks and to work independently;
- ✓ Knowledge of HUD CoC permanent housing programs, guidelines, data collection, and requirements;
- ✓ At least 2 years of experience supervising/coordinating staff to achieve program outcomes;
- ✓ Knowledge of HMIS or comparable data base;
- ✓ Knowledge of HUD grant management requirements
- ✓ Written and oral communication skills and comfortable with public speaking;
- ✓ At least 3 years of experience with a DV or housing program;
- ✓ Valid Driver's License and access to own transportation;
- ✓ Ability to travel statewide which may include overnight stays.

**A Bachelor's or Masters Degree in social services or a related field is preferred, but not required.**

**Compensation:** ODVN offers highly competitive salaries based on experience, a generous benefits package including partially paid health insurance for employees and their children; life insurance and short term disability; other health insurance policies at low costs to employees such as dental and vision; Health Savings Account, up to 9% retirement plan contributions after one year of employment; and a generous and flexible accrued paid time off benefit.

## **LOCATION**

ODVN is located in Columbus, Ohio but engages with agencies located throughout the state particularly with this grant. An option to work remotely may be considered for the right candidate.

## **APPLICATION PROCESS**

We value a diverse work force and are committed to creating an inclusive culture. We encourage applications from all qualified individuals regardless of 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 Shelley Marsh at [shelleym@odvn.org](mailto:shelleym@odvn.org).

The review of applications will begin immediately. **Initial interviews of first round candidates will begin the week of November 9, 2022 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*