



NOTICE OF JOB VACANCY

JOB VACANCY

- Position Title:** Housing Director
- Position Classification:** Full time; Exempt; Salary will be based on qualifications and experience
- Responsibilities:**
- Leads the Area Office on Aging's efforts to help older adults and younger persons with physical disabilities age in place in their homes. Completes accurate job specifications for home and vehicle modifications and prepares those specifications to bid as well as follows-up on completion of modifications to confirm specifications were met and in proper working order. Meets with contractors, subcontractors and face-to-face contact in the homes of individuals in need of home and vehicle modifications. Follows procedures and requirements as home health agencies employees as described in, and in accordance with Sections 109.572 and 5164.342 of the Ohio Revised Code, and Rule 5160-45-07 of the Ohio Administrative Code.
- Takes the lead on addressing housing issues on the Lakewood's Campus and the Area Office on Aging's housing subsidiaries. Supervises housing service coordination. Writes grants and handles grant reporting for service coordination, home repair and other housing-related funding. Conducts affordable, accessible and safe housing asset inventory, which also identifies and prioritizes community housing gaps. Develops strategies for addressing top priority housing gaps. Develops strategies for increasing housing service coordination and takes the lead on implementation of the strategies.
- Qualifications:** Minimum of five years' residential architectural or construction experience that includes accessible design and construction. At least an associate's degree required. Bachelor's degree in construction, disability studies, gerontology and/or related field preferred. Basic computer and mathematical skills. Strong oral and written communication skills. Note: Driver's license, FBI/BCI check, drug screen and MVR check is required for this job.
- Application Deadline:** EEO/AAP, Bilingual and minority applicants encouraged to apply. Until Position is Filled

**Submit resumes to:
Samuel H. Hancock Ed.D.
Vice-President of Human
Resources
Area Office on Aging of NW
Ohio, Inc.
2155 Arlington Avenue
Toledo, Ohio 43609**

Or
jobs@areaofficeonaging.com

This description is intended to indicate the kind of tasks and level of work difficulty required of the position. The title of this job shall not be construed as declaring the specific duties and responsibilities of the position. This position description and/or job vacancy notice is not intended to limit or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under supervision. The use of this particular expression or illustration describing duties shall not be held to exclude other duties not mentioned.