

**SOUTHERN ARIZONA AIDS FOUNDATION  
MANAGER OF COUNSELING SERVICES  
JOB DESCRIPTION**

**Scope of Work:** The Manager of Counseling Services provides psycho-social support and crisis intervention services to a broad spectrum of persons living with HIV/AIDS and their families and clinical supervision to a team of counselors working directly with clients. Services will be provided in the office, in client's homes, and in the field as needed to assist client in working toward their counseling goals. This position will require work in client's homes individually and responding to client crises in the field with the support of another staff member. Travel is conducted by personal vehicle and by rental car if transporting a client is necessary. The Manager of Counseling Services position is a full-time non-exempt position, and requires the ability to work very flexible hours including some evenings, late nights, weekends and holidays.

**Functional Responsibilities:**

- Provide weekly individual supervision to team of counselors.
- Provide clients with comprehensive psycho-social support services.
  - Provide comprehensive assessment to determine client's psycho-social status and counseling needs.
  - Establish goals, intervention techniques, and intervention plans in partnership with client based on assessment of client.
  - Provide clients with individualized psycho-social support services.
  - Provide crisis intervention services to clients including in-person and in-home support for clients experiencing a crisis. Provides for follow up care and support after crisis situations.
  - Provide substance use support and counseling services with clients who have substance use issues through the ongoing process of relapse and recovery.
  - Facilitate or assist in the facilitation and planning of support groups for persons living with HIV.
- Utilize evidenced based counseling models that align with a trauma informed and harm reduction service delivery framework.
- Collaborate with SAAF case management staff, SAAF Housing Team, medical care providers, and partner community behavioral health providers to support the client's counseling goals.
- Accompany clients to key medical and behavioral health care appointments to ensure client can access care. Attend and participate in team meetings with medical providers and network with other agency and community service providers (including RBHA providers and HIV medical providers) to secure appropriate, quality services for agency clients.
- Advocate for clients to receive appropriate treatment and/or diagnosis and assist clients in navigating the local public behavioral health system.

- Build rapport and work with clients with diverse ages, cultural/ethnic backgrounds, and linguistic backgrounds including young adults, older adults, LGBTQ persons, and refugees.
- Deliver services to clients with warmth, empathy, and acceptance.
- Transport clients in a SAAF provided vehicle if required to link client to care.
- Maintain timely and accurate documentation of all client contact.
- Serve as member of Care Services Department, working in close coordination with the case management and housing teams.
- Attend agency staff meetings.
- Comply with SAAF employment and quality assurance policies and procedures.
- Perform other tasks as assigned.
- Reports to the Director of Programs.

**Minimum Qualifications:**

- Master’s degree in social work or counseling related field from an accredited university.
- Current and valid independent level Arizona license through the Board of Behavioral Health Examiners or the Arizona Board of Psychologist Examiners.
- Minimum three years of experience in providing services to persons with psychotic disorders, persons with mood disorders, persons with substance use disorders, persons with a history of trauma, persons experiencing domestic violence, or persons experiencing homelessness.
- Level One Fingerprint Clearance Card with no restrictions or ability to obtain one through the Arizona Department of Public Safety (paid for by SAAF).
- Must have access to a reliable vehicle, valid Arizona Driver’s License, and a driving record that will be supported by our liability insurance provider.

**Preferred Qualifications:**

- Knowledge of HIV/AIDS issues.
- Knowledge of supportive housing programs and issues related to homelessness.
- Experience working with local public behavioral health system and service providers.
- Effective oral and written communication skills.
- Proficiency with database systems.
- Strong organizational skills.
- Capable of problem solving and working independently.

- Excellent interpersonal skills, sensitivity to cultural and personal diversity.
- Proficiency with Microsoft Office.
- Bilingual (English/Spanish).

Compensation: Minimum salary of \$50,000; benefits include health, dental, and life insurance; long- and short-term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org). Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Start Date: As soon as possible.