

SOUTHERN ARIZONA AIDS FOUNDATION

HOUSING CASE MANAGER JOB DESCRIPTION

Scope of Work: The Housing Case Manager provides comprehensive medical case management and housing support services to a broad spectrum of persons living with HIV/AIDS and their families who receive housing through SAAF's Housing Program, supporting housing program participants and their households to obtain and maintain housing and ensure access and adherence to medical care and supportive services. The Housing Case Manager position is a full-time non-exempt position.

Functional Responsibilities:

- Provide a range of client-centered services that link SAAF housing program participants with primary medical care, psychosocial services, and other services to obtain and maintain housing and ensure continuity of care and timely, coordinated access to medically appropriate levels of health and support services through:
 - a. initial assessment of service needs including Self-Sufficiency Matrix;
 - b. development of a comprehensive, individualized service plan;
 - c. coordination of services required to implement the plan;
 - d. client monitoring to assess the efficacy of the plan;
 - e. periodic re-evaluation and adaptation of the plan as necessary; and
 - f. client-specific advocacy and/or review of utilization of services.
- Complete housing application process for potential housing program participants including assessment of service needs utilizing the SAAF Self-Sufficiency Matrix.
- In collaboration with the participant, develop a housing service plan, which outlines goals that address transition needs for potential housing program participants and long term housing stability needs of housing program participants in their residence.
- Support housing program participants in meeting identified needs by assisting with medical, dental, mental health, supportive services, or other referrals or appointments. Act as a liaison, as needed, with other community agencies to assist housing participants in meeting their goals or identifying unmet needs.
- Monitor, review and update the housing service plan with the participant on a scheduled basis, tailoring the plan to the participants identified needs, and integrating the housing service plan with all components of the participant's individual service plan.
- Actively participate in weekly housing meetings. Coordinate waiting list and move-in activities with SAAF Property Management for SAAF Properties and with the City of Tucson Section 8 program for "Section 8 Lookalikes."
- Conduct home visits to assess and support client and/or identify unmet needs and institutional visits as applicable. Encourage and support housing participants to live as fully and independently as possible within the community, providing information, emotional, and practical support.
- Attend and participate in treatment team meetings with medical providers and network with other agency and community service providers to secure appropriate, quality services for agency clients. Monitor and note medication adherence and treatment compliance.

- Ensure housing participants understand their tenancy/participation agreements, their rights and obligations as participants, and their SAAF client rights and responsibilities.
- Facilitate life skills, support groups and programs for agency clients as needed.
- Maintain timely and accurate documentation of all client contacts in compliance with Case Management standards and standards for HUD programs utilized at SAAF, including use of the SAAF comprehensive client database and capturing all information necessary for SAAF's participation in the community Homeless Management Information System (HMIS).
- Serve as member of Care Services department, working in close coordination with the clinical and housing teams.
- Attend agency staff meetings.
- Obtain a minimum of 10 hours per year of continuing education/training directly related to case management.
- Comply with SAAF employment and quality assurance policies and procedures.
- Perform other tasks as assigned.
- Reports to the Associate Director of Clinical Services.

Minimum Qualifications:

- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- MSW, Masters or Bachelor's degree in human services or related field; and/or one year's work experience in a human services setting.
- Proficiency with Microsoft Office.
- Must have access to reliable transportation and valid Arizona Driver's License, and a driving record that will be supported by our liability insurance.

Preferred Qualifications:

- Knowledge of HIV/AIDS issues.
- Two years case management experience working with people with substance abuse and/or mental health issues.
- Knowledge of supportive housing programs and issues related to homelessness.
- Experience working with Tucson human 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.

- Bilingual (English/Spanish).

Compensation: Minimum rate of \$13.94 per hour; 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 or visit 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.