

**SOUTHERN ARIZONA AIDS FOUNDATION**  
**STATEWIDE HOUSING SPECIALIST – NORTHERN REGION**  
**JOB DESCRIPTION**

Scope of Work: The Statewide Housing Specialist – Northern Region is responsible for performing all associated administrative duties related to the operation of SAAF Statewide Housing including paying rents, completing billings, and managing landlord relationships. The Statewide Housing Specialist is responsible for screening, coordinating, and ensuring timely completion of all client housing related eligibility paperwork. The Statewide Housing Specialist is also responsible for working with clients in SAAF Housing on housing, income, and employment related goals. Two Statewide Housing Specialist positions are available. This position is based in Flagstaff, Arizona. The northern region service area will cover Coconino, Gila, Navajo, and Apache Counties with the possibility of working in other counties as necessary. Due to the scope of the Statewide Housing Program this position will require frequent regular travel throughout the state, particularly in the respective service area of each Housing Specialist. This travel is for the purpose of visiting clients in home and coordinating statewide housing activities with community partners. Travel is conducted by personal vehicle and by rental car. The Statewide Housing Specialist 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:**

- Assist clients throughout the process of entering SAAF Housing programs for persons experiencing homelessness. This entails:
  - Working with private landlords, community partner organizations, and local Ryan White Part B service providers to identify housing for the client based on stated client needs and preferences.
  - Work to assist clients in identifying and overcoming barriers to obtaining housing including but not limited to, criminal history, rental history, lack of identification or vital records, untreated mental health needs, lack of income, domestic violence, and substance use.
  - Assist the client in moving into housing in conjunction with local Ryan White Part B service providers and through coordination with moving and storage companies.
  - Completing Housing Quality Standards Inspections of client housing units.
  - Ensure housing participants understand their tenancy/participation agreements, their rights and obligations as participants, and their SAAF client rights and responsibilities.
- Provide case management services to clients living with HIV on housing, income, and employment related goals only.
- Responsible for preparing compliance reports and monthly and/or annual billings.
- Responsible for completing daily logs of cash receipts for the housing program.

- Responsible for maintaining relationships with property management companies and private landlords hosting SAAF's scattered site housing units.
- Prepares in-house housing reports (security deposits, rent rolls, vacancy reports, occupancy list, subsidy usage, program enrollment, non-payments of rent).
- Processes, documents and submits housing accounts receivables and payables.
- Reviews eligibility documentation for completeness and accuracy; coordinates with Housing Case Managers to ensure timely submission of documentation.
- Inputs data from SAAF Housing programs into the Homeless Management Information System (HMIS), CareWare, and property management database.
- Tracks compliance with grantor policies, including changes in HRSA, ADHS, or HUD policies.
- Coordinates resident move-ins and unit transfers.
- Maintains current documentation for each resident according to grantee regulations.
- Serves as a member of the Care Services department team, and attends agency and Care Services department staff meetings.
- Other duties as assigned.
- Reports to the Statewide Housing Program Manager.

**Minimum Qualifications:**

- Minimum of two years' prior administrative experience in social services or a housing or property management related field.
- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- Access to a reliable vehicle for work use, a valid Arizona Driver License and a driving record that will be supported by our liability insurance provider.
- Ability to travel long distances and work in rural areas across a large geographic area.
- Proficiency in Microsoft Office applications.
- Certified Housing Quality Standards inspector or ability to become certified within six months of hire (paid for by SAAF).

**Preferred Qualifications:**

- Knowledge of evidence based practices including Housing First and harm reduction.
- Prior experience working in a non-profit environment.
- Excellent organizational, oral, and written communication skills.
- Excellent interpersonal skills; sensitivity to cultural and personal diversity.
- Experience with supportive housing programs and with HUD programs.

- Knowledge of the Arizona Landlord Tenant Act.
- Bilingual in Spanish and English.

**Compensation:** Starting wage of \$17.87/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: Director of HR, Southern Arizona AIDS Foundation, 375 S Euclid Ave., Tucson, AZ 85719, email to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org).

**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.