

## **SOUTHERN ARIZONA AIDS FOUNDATION**

### **BILINGUAL HOUSING SERVICES ADMINISTRATOR JOB DESCRIPTION**

Scope of Work: The Housing Services Administrator is responsible for performing all administrative duties related to the operation of SAAF Housing. This includes regulatory compliance activities, preparation of rent payments, completion of billings, and assisting with reporting. The Housing Services Administrator is also responsible for screening, coordinating, and ensuring timely completion of client housing related eligibility paperwork. The Housing Services Administrator is a full-time non-exempt position.

#### Functional Responsibilities:

- Performs program eligibility and income certifications with clients who receive housing through SAAF.
- Reviews eligibility documentation for completeness and accuracy and coordinates with Housing Case Managers to ensure timely submission of documentation.
- Responsible for maintaining positive professional relationships with property management companies hosting SAAF's scattered site housing units.
- Responsible for preparing compliance reports and monthly billings.
- Processes, documents and submits housing accounts receivables and payables.
  - Responsible for completing daily logs of cash receipts for the housing program.
  - Monitors rental arrearages incurred by clients
  - Formulates payment plans with residents in need.
- Inputs data from SAAF housing programs into databases as required by funding including but not limited to Service Point - Homeless Management Information System (HMIS), CareWare, and Real Page.
- Notifies residents of services requiring access to apartments (pest control, inspections, etc.).
- Takes the lead on the following activities in coordination with the Housing Administration Manager:
  - Addresses lease violations and evictions in accordance with state and federal regulations. Communicates with Care Services staff when such violations occur and action has to be taken.
  - Assists in the creation, implementation, documentation, and monitoring of all SAAF Housing policies.
  - Tracks compliance with grantor policies, including changes in HRSA, ADHS, and HUD policies.
- Performs resident move-ins and unit transfers.
- Maintains current documentation for each resident according to grantee regulations.

- Prepares in-house housing reports (security deposits, rent rolls, vacancy reports, occupancy list, subsidy usage, program enrollment, non-payments of rent).
- 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 Housing Administration 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).
- Must have access to reliable transportation, AZ Driver License and a driving record that will be supported by our liability insurance provider.
- Bilingual in Spanish and English.
- Proficiency in Microsoft Office applications.

**Preferred Qualifications:**

- 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 database systems.
- Experience with supportive housing programs and with HUD programs and regulations, including any or all: Continuum of Care Program, HOPWA, HOME, Section 811 Program.
- Knowledge of the Arizona Landlord Tenant Act.

Compensation: Minimum hourly pay rate of \$16.48 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](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org). Open until filled.

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