

# SOUTHERN ARIZONA AIDS FOUNDATION

## HOUSING PROGRAM MANAGER JOB DESCRIPTION

**Scope of Work:** The Housing Program Manager oversees the day-to-day management of housing case management for clients in SAAF's permanent supportive housing and transitional housing programs. The Housing Program Manager supervises a team of case managers who directly provide these services to clients who include people living with HIV and others who are chronically homeless. The Housing Program Manager is a full-time, exempt position that requires flexible working hours including some evenings, weekends, and holidays.

### **Functional Responsibilities:**

- Provide direct supervision to housing case management staff and to Housing Program Coordinator.
- Assist with the management of the housing program budgets.
- Manage the permanent supportive housing and transitional housing programs in Pima County.
- Coordinate housing case management activities to support homelessness prevention, housing navigation, case management, administrative, and maintenance components of the Housing Case Management Team.
- Provide guidance and support to staff on the delivery of services to clients.
- Serves as the backup to the Housing Case Managers in serving clients when they are unavailable.
- Support Housing Team in meeting identified client needs.
- Manage weekly group supervision meetings and Housing Team meetings.
- Participate in the Tucson-Pima Collaboration to End Homelessness, the local Department of Housing and Urban Development (HUD) Continuum of Care, and in other meetings as appropriate to coordinate activities and partner with local homeless services providers.
- Coordinate client services and referrals with the City of Tucson Housing and Community Development Department.
- 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.
- Ensure housing case management staff members maintain timely and accurate documentation of all client contact.
- Serve as member of Care Services Department, working in close coordination with the case management team at other sites.
- Attend agency staff meetings.
- Comply with SAAF employment and quality assurance policies and procedures.
- Perform other tasks as assigned.
- Reports to the Associate Director of Housing Services.

### **Minimum Qualifications:**

- Minimum three years' experience in social services or housing related field.
- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- Proficiency with Microsoft Office.
- Previous experience in a team leader or supervisor role.
- Must have access to a reliable vehicle, a valid Arizona Driver License and a driving record that will be supported by our liability insurance provider.
- Knowledge of homelessness issues.
- Must be able to obtain Housing Quality Standards (HQS) certification and Lead Certification within six months of hire.
- Must be able to obtain SSI/SSDI Outreach, Access, and Recovery (SOAR) certification within six months of hire.
- Must be able to complete HUD's "Getting to Work" employment training modules for people living with HIV/AIDS within six months of hire.
- Must be able to complete Healthy Arizona HEAplus certification within six months of hire.

### **Preferred Qualifications:**

- Knowledge of HIV/AIDS issues.
- Four years case management experience working with people with substance abuse and/or mental health issues.
- Four years' experience working in housing or homeless services programs.
- Four years' 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 salary \$41,165, DOE; 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.