

**SOUTHERN ARIZONA AIDS FOUNDATION**  
**STATEWIDE HOUSING SPECIALIST**  
**JOB DESCRIPTION**

Scope of Work: The Statewide Housing Specialist – Central Arizona region is responsible for performing all associated administrative duties related to the operation of SAAF Statewide Housing Program 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. Due to the scope of the Statewide Housing Program, this position may be required to travel frequently throughout the state, particularly in Maricopa and Pinal counties. 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, 40 hrs/work week, non-exempt position.

**Functional Responsibilities:**

- Conduct assessment of all clients requesting Short Term Rent, Mortgage, and Utility (STRMU) assistance and process requests for STRMU assistance.
- In collaboration with the client, develop a service plan which outlines goals so clients receiving STRMU assistance can achieve long term housing stability.
- Responsible for preparing monthly/annual compliance reports and billings.
- Responsible for maintaining relationships with utility companies, property management companies and private landlords for client's housing units.
- Reviews eligibility documentation for completeness and accuracy; coordinates with Statewide Housing Program Manager to ensure timely submission of documentation.
- Inputs data into CareWare, and property management database.
- Tracks compliance with grantor policies, including changes in HRSA, ADHS, RWPA or HUD policies.
- Maintains current documentation and contact for each client according to grantee regulations.
- Serves as a member of the Care Services department team, and attends agency and Care Services department staff meetings.
- Attend agency staff meetings.
- Comply with SAAF employment and quality assurance policies and procedures.
- Perform other tasks as assigned.
- Reports to the Statewide Housing Program Manager.

### **Minimum Qualifications:**

- Minimum of two years' prior administrative experience, preferably 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 exercise and demonstrate compassion and non-judgment when working with clients.

### **Preferred Qualifications:**

- Knowledge of evidence based practices including Housing First and harm reduction.
- Proficiency in Microsoft Office applications.
- 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.
- Proficiency with database systems.
- Knowledge of the Arizona Landlord Tenant Act.
- Bilingual in Spanish and English.

**Compensation:** Minimum rate of pay \$15.00/hour 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 Operations, 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.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

**Start Date:** As soon as possible.