

**SOUTHERN ARIZONA AIDS FOUNDATION**  
**HOUSING CASE MANAGER**  
**JOB DESCRIPTION**

**Scope of Work:** The Housing Case Manager provides comprehensive case management and housing support services to support chronically homeless persons, chronically homeless families, and persons living with HIV/AIDS who receive housing through SAAF's Housing Programs, 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, which is housed at our Park Avenue location.

**Functional Responsibilities:**

- Provide a range of client-centered services to support chronically homeless persons, chronically homeless families, and persons living with HIV/AIDS in obtaining or maintaining housing through:
  - a. initial assessment of service needs including Self-Sufficiency Matrix;
  - b. Complete the Vulnerability Index- Service Prioritization Decision Assistance Tool (VI-SPDAT) with clients assessing for housing
  - c. development of a comprehensive, individualized service plan;
  - d. coordination of services required to implement the plan;
  - e. client monitoring to assess the efficacy of the plan;
  - f. periodic re-evaluation and adaptation of the plan as necessary; and
  - g. client-specific advocacy and/or review of utilization of services.
- Assist clients with obtaining employment and other sources of earned income.
- 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.
- Actively participate in weekly housing meetings. Coordinate priority list and move-in activities with SAAF Property Management.
- Conduct home visits to assess and support client and/or identify unmet needs and institutional visits as applicable.
- 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.
- Maintain timely and accurate documentation of all client contact.

- Serve as member of Care Services Department, working in close coordination with the case management and housing teams.
- Attend agency staff meetings.
- Comply with SAAF employment and quality assurance policies and procedures.
- Perform other tasks as assigned.
- Reports to the Housing Program Manager.

**Minimum Qualifications:**

- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- Bachelor’s degree in social services, education, health, or related field; or one year of work or direct client/participant volunteer experience in a human service setting.
- Must have access to reliable transportation and valid Arizona Driver’s License.
- Proficiency with Microsoft Office.

**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:** Starting range \$15.89 - \$19.47/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 Human Resources, 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). 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.