

**SOUTHERN ARIZONA AIDS FOUNDATION**  
**BILINGUAL HOUSING NAVIGATOR**  
**JOB DESCRIPTION**

Scope of Work: The Bilingual Housing Navigator provides linkage to housing, medical care, and supportive services to a broad spectrum of persons living with HIV/AIDS and their families who are experiencing homelessness or at imminent risk of homelessness. The Bilingual Housing Navigator assists clients and their households in periods of transition from homelessness to stability. The Bilingual Housing Navigator works in conjunction with the Housing Team to retain clients in care and maintain clients in stable housing. This position will require significant travel and work in the field. Candidates must be able to conduct outreach outside in urban areas and in undeveloped areas including deserts and washes to locate and support clients. This requires walking on foot over uneven or difficult terrain throughout the year in both hot and cold weather. The position will also physically assist with moving clients into housing and moving physical property of clients as needed. Travel is conducted by personal vehicle and by rental car. The Bilingual Housing Navigator position 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:**

- Provide housing support to persons living with HIV/AIDS who are homeless or at imminent risk of homelessness through:
  - Initial assessment of housing service needs per the Self-Sufficiency Matrix.
  - Complete the Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT).
  - Complete the Coordinated Entry/Homeless certification documentation.
  - Development of a comprehensive, individualized service plan.
  - Coordination of services required to implement the plan.
  - Client monitoring to assess the efficacy of the plan.
  - Client-specific advocacy and/or review of utilization of services.
  
- Assist clients throughout the process of entering SAAF's Transitional Housing and Permanent Supportive Housing programs for persons experiencing homelessness. This entails:
  - Working with private landlords, property management companies, community partner organizations, and the SAAF Housing Team 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.
  - Conduct Housing Quality Standards inspections of units prior to client entry into housing.
  - Assist the client with moving into housing in conjunction with the SAAF Housing Team through physically moving client's property, coordination with moving and

- storage companies, and landlords.
  - Ensure housing participants understand their tenancy/participation agreements, their rights and obligations as participants, and their SAAF client rights and responsibilities.
- Conduct regular visits to clients in the field, including meetings on streets, in camps, and in deserts as needed, while client is homeless and conduct home visits regularly once the client is housed to effectively link client to care.
- Accompany clients to key medical and behavioral health care appointments to ensure client can access care.
- Transport clients in a SAAF provided vehicle if required to link client to care and housing.
- Complete data entry in the Homeless Management Information System (HMIS) database.
- Coordinate services with client’s assigned Housing Case Manager and/or Counselor as needed until client is stabilized and can be transferred out of navigation services to receive ongoing housing case management only.
- Coordinate the rehousing of clients in SAAF Housing if their initial housing placement was unsuccessful.
- 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.
- Coordinate client access to SAAF Housing with the Coordinated Entry System of the Tucson-Pima Collaboration to End Homelessness.
- 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 Coordinator.

**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 two years of work or direct client/participant volunteer experience in a human service setting.
- Access to a reliable vehicle, a valid AZ Driver’s License and a driving record that will be supported by our liability insurance provider.
- Certified Housing Quality Standards inspector or ability to become certified within six months of hire. (paid for by SAAF).

- Must be able to lift 20 pounds (when needed), Ability to lift 20 pounds, with or without reasonable accommodation, and assist in physically moving clients.
- Bilingual (English/Spanish).

**Preferred Qualifications:**

- Knowledge of HIV/AIDS, homelessness issues, evidence-based practices including Housing First and harm reduction.
- 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.
- Proficiency with Microsoft Office.

**Compensation:** Starting range \$18.09 to \$21.67, 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, or 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.