

SOUTHERN ARIZONA AIDS FOUNDATION
STATEWIDE HOUSING PROGRAM MANAGER
JOB DESCRIPTION

Scope of Work: The Statewide Housing Program Manager is responsible for the management of the SAAF Statewide Housing Program and the supervision of the Statewide Housing Team. The Statewide Housing Program Manager is also responsible for working with a small caseload of clients in SAAF statewide housing in southeastern Arizona on housing, income, and employment related goals. The Statewide Housing Program Manager position will be based in Tucson, AZ. However, due to the scope of the Statewide Housing Program this position will require frequent regular travel throughout the state, particularly to Yuma, Arizona and Flagstaff, Arizona. This travel is for the purpose of coordinating statewide housing activities with community partners and monitoring the delivery of housing services to clients. Travel is conducted by personal vehicle and by rental car. The Statewide Housing Program Manager is a full-time exempt position and requires the ability to work very flexible hours including some evenings, late nights, weekends and holidays.

Functional Responsibilities:

- Provide for the day-to-day management and supervision of the SAAF Statewide Housing Program throughout Arizona including Yuma, La Paz, Mohave, Yavapai, Coconino, Gila, Navajo, Apache, Graham, Greenlee, Cochise, and Santa Cruz Counties.
- Supervise Housing Specialists providing housing services to clients in northern and western Arizona.
- Manages the Balance of State housing program budgets and reporting for:
 - HOPWA Short Term Rent, Mortgage, and Utility (STRMU)
 - Complete HOPWA Caper Report
 - Review and approve all client requests for STRMU assistance
 - Ryan White Part A
 - EFA – Emergency Financial Assistance
 - Short Term Rent and Utility Assistance
 - ES – Emergency Shelter
 - Prepare annual site monitoring audit of client charts
 - Ryan White Part B Transitional Housing
 - Review and approve all requests for transitional housing
 - Review and approve all requests for assistance
 - EFA-Emergency Financial Assistance
 - STRU – Short Term Rent and Utility Assistance
 - PHP – Permanent Housing Placement
 - ES – Emergency Shelter
- Assist clients in southeastern Arizona (Graham, Greenlee, Cochise, and Santa Cruz counties) throughout the process of entering SAAF Housing programs for persons experiencing homelessness. This entails:
 - Working with private landlords, community partner organizations, and local Ryan White Part B and Part A service providers 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.
 - Assist the client in moving into housing in conjunction with local Ryan White Part B and HOPWA service providers through coordination with moving and storage companies.
 - Completing Housing Quality Standards Inspections of client housing units.
 - Ensure housing participants understand their tenancy/participation agreements, their rights and obligations as participants, and their SAAF client rights and responsibilities.
- Responsible for preparing compliance reports and monthly and/or annual billings.
 - Responsible for completing daily logs of cash receipts for the housing program.
 - Responsible for maintaining relationships with property management companies and private landlords hosting SAAF's scattered site housing units.
 - Prepares in-house housing reports (security deposits, rent rolls, vacancy reports, occupancy list, subsidy usage, program enrollment, non-payments of rent).
 - Processes, documents and submits housing accounts receivables and payables.
 - Reviews eligibility documentation for completeness and accuracy; coordinates with Housing Case Managers to ensure timely submission of documentation.
 - Inputs data from SAAF Housing programs into the Homeless Management Information System (HMIS), CareWare, and property management database.
 - Upload supporting documentation to Ryan White Part A portal.
 - Ensure all client assistance is loaded into the CAREWARE financial system for billing reports.
 - Tracks compliance with grantor policies, including changes in HRSA, ADHS, or HUD policies.
 - Reviews data entry and billings prepared by Housing Specialists.
 - Coordinates resident move-ins and unit transfers.
 - Maintains current documentation for each resident according to grantee regulations.
 - Serve as SAAF's representative in the Continuum of Care managed by the Arizona Department of Housing.
 - Coordinate service delivery with local housing authorities and housing providers.
 - 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 Associate Director of Housing Services.

Minimum Qualifications:

- Minimum of three 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).
- Proof of COVID-19 vaccination, with the possibility of applicable and approved exemption accommodation request.
- Access to a reliable vehicle, a valid Arizona Driver's License, and a driving record that will be supported by our liability insurance provider.
- Ability to travel long distances and work in rural areas across a large geographic area.
- Proficiency in Microsoft Office applications.
- Certification as Housing Quality Standards inspector or ability to become certified within six months of hire (paid for by SAAF).

Preferred Qualifications:

- Knowledge of evidence-based practices including Housing First and harm reduction.
- 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.
- Knowledge of the Arizona Landlord Tenant Act.
- Bilingual in Spanish and English.

Compensation: Starting range \$41,643 to \$51,012, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance; 401k with matching.

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, or visit 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.