

SOUTHERN ARIZONA AIDS FOUNDATION

Associate Director of Housing Services Job Description

Scope of Work: The Associate Director of Housing Services, in coordination with the Director of Programs, provides overall direction, oversight, and supervision of the victim services and housing programs for SAAF's Care Services Department. The Associate Director of Housing Services is a full-time, exempt position that requires a flexible schedule that may include some evenings, weekends, and holidays.

Functional Responsibilities:

- Responsible for hiring, training, and supervising the Housing Program Manager, Housing Administration Manager, and Statewide Housing Program Manager.
- Responsible for program development, implementation and evaluation of the Housing and Medical Case Management standards and services.
- Responsible for group supervision of the Housing Team.
- Assists Director of HIV Care & Housing Services in the preparation of program budgets and funding applications, including researching, writing and editing.
- Manages client participation in programs with the Housing Program Manager, Housing Administration Manager, and Statewide Housing Program Manager.
- Mediates client issues as appropriate and provides guidance to housing staff for clients not in service or at risk for leaving service.
- Provides direct service to clients in crisis and/or with high-level clinical issues.
- Coordinates client education and life-skill training for program participants.
- Participates in the Tucson Pima Collaboration to end Homelessness (TPCH) and its subcommittees, the Pima County HIV/AIDS Consortium, and other regional planning and/or coordination meetings as appropriate.
- Works with Director of HIV Care & Housing Services and area housing, medical, and social service providers to assess implications of changes in demographics, entitlements and services in order to best utilize existing community social service resources.
- Ensures ongoing development of professional competencies, cultural competency, and HIV knowledge of housing program, case management, clinical services, and department staff by identifying and addressing training needs.
- Attends and participates in appropriate meetings with current and potential collaborating agencies and funding sources as required.
- Interfaces with community service providers to coordinate services provided by other community agencies at SAAF and by SAAF at other community agency locations.

- Assists Director of HIV Care & Housing Services, Quality Management Coordinator, and Information Systems staff with identifying and addressing housing and case management needs within the client database systems.
- Participates in collaborative client staffing in-house and with community service providers as needed.
- Provides consultation to agency staff on service needs related to housing, case management, mental health, substance abuse, and client services as applicable.
- Serves as a member of managers' team to provide direction for department and agency services. Provides direct services to clients as needed.
- Performs other duties as assigned.
- Reports to the Director of HIV Care & Housing Services.

Minimum Qualifications:

- A minimum of three years' work experience in housing, clinical, and/or social service settings.
- Minimum three years' supervisory experience.
- Excellent verbal and written communication and organizational skills.
- Excellent interpersonal skills, sensitivity to cultural and personal diversity.
- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF if not current).
- Access to a reliable vehicle, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.

Preferred Qualifications:

- Good knowledge of HIV/AIDS issues.
- Experience working with homeless, substance abuse, and mental health issues.
- Experience working with Tucson social service community.
- Experience in program development and program management.
- Capable of problem solving and working independently.
- Competency in Microsoft Office applications and knowledge of database systems.
- Bilingual (English/Spanish).

Compensation: Salary range of \$50,195 to \$62,744 DOE; benefits include health, dental, and life insurance; 401(k) with matching, long- and short-term disability insurance. 13 paid holidays per year, 4 weeks of PTO per year to start in addition to 40 hours of sick leave. Access to SAAF Health Clinic on-site for primary care needs.

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 People and Culture, Southern

Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, 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.

Start Date: ASAP

People who have used 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.