

ARIZONA BEHAVIORAL HEALTH CORPORATION

POSITION DESCRIPTION

SALARY GRADE: 17

SALARY RANGE: \$65,286- \$98,578

TITLE: H2O Housing Manager

GENERAL: Under the supervision of the Director of Housing, the H2O Housing Manager is responsible for managing the housing subsidy and housing related activities contracted to ABC by the Arizona Health Care Cost Containment System (AHCCCS) Housing and Health Opportunities (H2O) Medicaid Demonstration project. This position's goal is to recruit and maintain partnerships with Public Housing Authorities and other housing agencies statewide and provide reporting of housing related activities.

ESSENTIAL FUNCTIONS:

- Program Administration
 - Perform project management tasks to ensure all goals and deliverables for the H2O short term rental assistance, home modification, move-in assistance, and connection to long term vouchers are met.
 - Create and present to public housing authorities and other housing agencies about the benefits of H2O and train on the PHA H2O collaboration Toolkit which speaks to amendments to administrative plans and working with stakeholders to gain approval for new PHA waitlist preferences and streamlining of certification procedures.
 - Establish and maintain agreements with long-term housing voucher providers to include public housing authorities, permanent supportive housing programs, and other housing providers statewide.
 - Maintain a list of partnerships and dedicated long term vouchers and track utilization.
 - Coordinate with the H2O Housing Occupancy Specialist to communicate availability of long-term vouchers.
 - Coordinate with H2O Contractors and AHCCCS to develop effective processes and communication for H2O housing referrals, housing eligibility determination including behavioral health care criteria, securing releases of information for coordination of housing and Medicaid reimbursable wrap around supportive services for Members in housing to ensure effective housing placement and housing retention of Members.

- Program Development
 - Develop and implement policies and procedures to ensure H2O complies with all applicable Federal and State legal standards.
- Data and Reporting
 - Assist in gathering and providing fiscal and programmatic reporting on the H2O demonstration.
 - Monitor H2O services to ensure operation of housing within Housing First and SAMHSA Permanent Supportive Housing Standards.
 - Comply with all fair housing and equal opportunity requirements, AHCCCS regulations, handbooks and requirements, and other applicable federal, state, and local laws to ensure AHP housing and services are accessible and available to all potential members
- Coordination with Stakeholders
 - Facilitate stakeholder meetings with government agencies, community organizations and members.
 - Develop and maintain processes for feedback management to inform program policy.

MINIMUM QUALIFICATIONS:

- Understanding of and commitment to the mission of the organization.
- Master's degree preferred, Bachelor's degree required in Community Development, Planning, Housing, Public Administration or related field and five (5) years' experience.
- At least two (2) years' experience working for a public housing authority.
- Certified Housing Choice Voucher (HCV) Occupancy Specialist or ability to obtain certification within 6 months of hire.
- Certified Housing Quality Standards (HQS) Inspector, or ability to obtain certification within 6 months of hire.
- Experience with low income and special needs populations.
- Ability to communicate clearly and relate to a variety of diverse individuals and groups.
- Experience with Windows compatible PCs with knowledge of Microsoft Word, PowerPoint, and Excel.
- Experience with using relational database software to pull data reports and create materials used for reporting and presentations.
- Preferred HMIS trained

REPORTS TO: Director of Housing