

ARIZONA BEHAVIORAL HEALTH CORPORATION

POSITION DESCRIPTION

SALARY GRADE: 14

SALARY RANGE: \$46,058 - \$67,206

TITLE: H2O Housing Occupancy Specialist

GENERAL:

Under the supervision of the Housing Occupancy Supervisor, the Housing Occupancy Specialist will review referrals, collect eligibility documentation, schedule briefings, and perform match activities for the H2O (AHCCCS Housing and Health Opportunities) Demonstration project. This position will build and maintain program files and work directly with service providers to coordinate H2O rental assistance and referral to a long-term housing subsidy program. This position will also complete daily tasks crucial to the operation of ABC's housing programs including, but not limited to, waitlist data entry and coordination with H2O stakeholders.

ESSENTIAL FUNCTIONS:

- Reviews and processes applications and referrals based on H2O program eligibility.
- Coordinates match of H2O recipients to long-term housing subsidy vouchers.
- Communicates with H2O providers regarding voucher or other subsidy program eligibility.
- Notifies appropriate parties of voucher or other subsidy program eligibility determination and provides specific information regarding program requirements.
- Communicates with H2O Housing Manager regarding long term voucher availability.
- Utilizes ABC's housing software, Homeless Management Information Systems (HMIS), and other identified software systems for referral processing.
- Process applications and completes data entry into ABC's software systems.
- Maintains program information in database and maintain records.
- Coordinates applicant briefings/orientation with housing providers for H2O program.
- Works with appropriate parties to coordinate applicant attendance to briefings, makes referrals and confirms participation.
- Manages and maintains all applicant records for H2O referrals.
- Reviews H2O program related Home Modification requests.
- Attends community case conferencing and other meetings related to Housing program vacancies and referral sources.
- Maintains relevant files in the office filing system (Central Office files and housing program filing system) which includes the scanning of documents into the computer system, when necessary, to ensure the completeness of information in company files.
- Assists with monthly reports to funders where required.
- Performs other activities as assigned.

MINIMUM QUALIFICATIONS: Consideration will be given to any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the described duties.

- Bachelor's Degree or combination of at least two years of experience in the affordable housing industry and housing certifications such as housing manager, occupancy, and rent calculation.
- Understanding of and the commitment to the mission of the organization.
- Experience in organization and file maintenance.
- Ability to communicate clearly and relate to a variety of diverse individuals and groups.
- Experience with Windows compatible PCs with knowledge of Microsoft Word and Excel.
- Experience with data entry into a housing, health care or other related case management software.
- Preferred knowledge and experience with the Homeless Management Information System (HMIS)
- Preferred Continuum of Care Coordinated Entry Experience

REPORTS TO: Housing Occupancy Supervisor