



|                   |                             |                   |                                   |               |  |
|-------------------|-----------------------------|-------------------|-----------------------------------|---------------|--|
| <b>DATE:</b>      | <b>01/18/2019</b>           | <b>POSITION</b>   | <b>RAPID REHOUSING SPECIALIST</b> |               |  |
| <b>INCUMBENT</b>  |                             | <b>SUPERVISOR</b> | <b>CHIEF PROGRAMS OFFICER</b>     |               |  |
| <b>DEPARTMENT</b> | <b>DIRECT SERVICE STAFF</b> |                   | <b>FLSA STATUS</b>                | <b>EXEMPT</b> |  |

|  |
|--|
| <b>POSITION PURPOSE</b>  |
| The primary role of the Rapid Rehousing (RRH) Specialist is to assist Rapid Rehousing Case Coordinators with the lease up of families experiencing homelessness. This includes locating apartments and houses that meet the Housing Quality Standards (HQS), Fair Market Rents (FMR), Rent Reasonableness and Occupancy Standards in accordance to U.S. Department of Housing and Redevelopment Officials (HUD). This role will act as a liaison and advocate between Landlords, Case Coordinators and Save the Family RRH clients. Background in leasing or real estate, landlord tenant law preferred. |

|   |
|---|
| <b>MINMUM QUALIFICATIONS</b>  |
| <ul style="list-style-type: none"> <li>• High school diploma or GED is required – B.S. preferred</li> <li>• Experience in customer service required, preferably in the social service field</li> <li>• A valid Arizona driver’s license, reliable transportation, current auto insurance, and clean driving record are required</li> <li>• Be able to proficiently speak, read and write the English language – Bi-Lingual preferred</li> <li>• 25 years of age or older for liability insurance requirements</li> <li>• Valid Arizona Fingerprint Clearance Card OR must qualify for a valid Arizona Level One Fingerprint Clearance Card</li> <li>• Eligible to work in the United States of America</li> <li>• The candidate must have flexible availability – office hours are Monday through Friday 8am-5pm, though this position may have a varied work schedule including some evenings and occasional Saturday</li> </ul> |

|  |
|--|
| <b>OTHER KNOWLEDGE, SKILLS AND ABILITIES</b>   |
| <ul style="list-style-type: none"> <li>• A demonstrated commitment to the mission, vision, and values of Save the Family Foundation of Arizona</li> <li>• Knowledge of community resources</li> <li>• Self-starter with excellent time management skills</li> <li>• Proficiency in Microsoft Office Suite including Word, Excel, and Outlook</li> <li>• Ability to maintain strict confidentiality</li> <li>• Professional in manner and appearance</li> <li>• Ability to manage and maintain composure in a fast paced environment</li> <li>• Consistently organized and flexible</li> <li>• Familiarity with cities throughout Maricopa County</li> <li>• Perform Housing Quality Standards Inspections</li> <li>• Knowledge of Fair Housing Laws and the Arizona Landlord Tenant Act</li> <li>• Knowledge of federal Rapid Rehousing Programs</li> <li>• Knowledge of landlord mitigation, real estate and leasing</li> </ul> |

**SUPERVISORY RESPONSIBILITIES**

None

**KEY RESPONSIBILITIES**

- Serve as the main housing resource for RRH Case Coordinators and their clients
- Complete monthly rent requisitions for RRH Case Coordinators
- Deliver checks to Landlords and Owners on behalf of Save the Family (when needed)
- Foster relationships with current landlords and cultivate prospective landlords for RRH
- Assist Save the Family RRH clients in locating housing units that fit the family's needs
- Perform HQS inspections on housing units
- Maintain a current list of prospective landlords
- Follow Save the Family policies and procedures as outlined in the Employee Orientation Manual
- Become familiar with the service population including diverse cultural and socioeconomic characteristic
- Prepare and submit all required reports and monitoring activities in a timely and accurate manner
- Adhere to all behavioral General Competencies
- Adhere to STF and ARM policies and procedures

| <b>Physical Demand</b>              | <b>Definition (ADA)</b>   | <b>Requirements</b>  |
|-------------------------------------|---|--|
| Stand or sit                        | Stationary position   | Must be able to remain in a stationary position less than 80% of the time.   |
| Walk                                | Move, traverse  | The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc.               |
| Use hands/fingers to handle or feel | Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position                           | Constantly operates a computer, telephone and other office productivity machinery, such as a calculator, copy machine, and computer printer. |
| Climb (stairs/ladders) or balance   | Ascend/Descend, Work atop, Traverse   | NA   |
| Stoop, kneel, crouch, or crawl      | Position self (to), Move  | Infrequently positions self to maintain computers  |
| Talk/hear                           | Communicate, Detect, Converse with, Discern, Convey, Express oneself, Exchange information  | Must constantly communicate verbally with grantors, foundations and staff  |
| See                                 | Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, Estimate, Assess | Must constantly read, type and view documents and the computer screen  |

|                      |   |   |
|----------------------|---|---|
| Taste/Smell          | Detect, Distinguish, Determine                  | NA  |
| Carry weight, lift   | Move, Transport, Position, Put, Install, Remove | Must frequently lift and move supplies weighing up to 50 pounds |
| Exposure to elements | Exposed, Work around                            | NA  |

**NOTE**

This job description identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor. Failure to adhere to all standards and expectations herein may result in corrective action.

**SIGNATURES**

**ACKNOWLEDGEMENT**

I acknowledge receipt of and understand this job description. I agree to abide by the requirements described herein as a condition of employment with the Save The Family Foundation.

|                   |  |              |  |
|-------------------|--|--------------|--|
| <b>Incumbent:</b> |  | <b>Date:</b> |  |
|-------------------|--|--------------|--|

**APPROVAL**

I have reviewed and collaborated with the incumbent on this job description. I approve the contents herein as being of significant and relevant importance to the delivery of services within my scope of accountability.

|                    |  |              |  |
|--------------------|--|--------------|--|
| <b>Supervisor:</b> |  | <b>Date:</b> |  |
|--------------------|--|--------------|--|

**CERTIFICATION**

I approve the contents herein as being of significant and relevant importance to the achievement of the mission of the Save The Family Foundation.

|             |  |              |  |
|-------------|--|--------------|--|
| <b>CEO:</b> |  | <b>Date:</b> |  |
|-------------|--|--------------|--|

**TO APPLY**

To apply, please submit application materials to [info@savethefamily.org](mailto:info@savethefamily.org).