



<b>Position Title:</b>	FSS Recruiter	<b>Department:</b>	FSS
<b>Reports to:</b>	FSS Coordinator	<b>Employment Status:</b>	Temporary
<b>FLSA Status:</b>	Non-Exempt	<b>Date Revised:</b>	June 2024

**Summary**

This position is to provide recruiting of HCV and managed housing participants for participation in the FSS program. The FSS Recruiter establishes and maintains strong working relationships with community partners, housing management and services providers ensuring that information regarding the program, its requirements and opportunities are well circulated. Meets with participants in various venues to explain the FSS program and to initiate the enrollment process. Serves as a point of contact for parties who have questions regarding the FSS program pre-enrollment and properly directs participants post enrollments. Represents TGHA at numerous community and partner meetings. Work involves evening and weekend work.

**Essential Duties and Responsibilities**

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed.

- Recruit 75-100 participants to the FSS program.
- Assist the FSS Coordinator in preparing a variety of marketing, video, meetings to inform the Greenville community of the FSS program.
- Attend various community meetings to share information regarding FSS
- Participate in recruitment activities at various community events including those that occur on weekends and evenings.
- Assist in the distribution of information regarding FSS opportunities.
- Maintain accurate data regarding recruitment activity
- Prepare pre-applications for potential FSS participants
- Provide contact and follow-up to ensure that initial appointments are kept.
- Assists FSS staff in the preparation of various documents, contacts, notices including electronic and mail delivery of such.
- Identifies obstacles faced in recruitment activity, work with staff to reconcile
- Networks and develops relationships with other housing authority professionals and service providers to keep abreast of services and assistance available to residents; ensure that Authority staff and residents are aware of available services and assistance options, as assigned.
- Conduct community partner meetings monthly to discuss plans and resources to meet participant needs.
- Have knowledge of MTW and how it coincides with the Self-Sufficiency program.
- Postgraduate follow-up services.
- Completes other related duties and tasks as assigned

## **Behavioral Competencies**

*This position requires the incumbent to exhibit the following behavioral skills:*

**Job Knowledge:** Exhibits required knowledge, skills, and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements, and activities as they apply to the assigned organizational entity of the Authority. Uses appropriate judgment and decision making for the level of responsibility.

**Commitment:** Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure.

**Customer Service:** Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands, monitors, and measures the needs of both internal and external customers; talks and acts with customers in mind. Recognizes work colleagues as customers.

**Effective Communication:** Communicates important information to those who need to know. Conveys necessary information clearly and effectively orally or in writing. Demonstrates attention to, and conveys an understanding of, the comments and questions of others; listen effectively.

**Initiative:** Proactively seeks solutions to resolve unexpected challenges. Actively assists others without formal/informal direction. Possesses the capacity to learn and actively seeks developmental feedback. Applies feedback for continued growth by mastering concepts needed to perform work.

**Responsiveness and Accountability:** Demonstrates a high level of conscientiousness; holds themselves personally responsible for their work; does a fair share of work.

**Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; Contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

**Empathy:** Is understanding and responsive to participants' variety of needs and circumstances.

**Temperament:** sustain a positive and uplifting attitude to transcend through participants and their families.

**Motivation/Multi-Tasking:** Have the ability to work rapidly and efficiently. Be able to juggle multiple work responsibilities at once.

### **Job Competencies**

- Knowledge of HUD, federal, state, and local laws, and regulations, as well as TGHA policies and procedures related to the position.
- Knowledge of case management processes including intake, assessment, and referral. Skills in maintaining accurate, thorough, and confidential case records in compliance with applicable programs.
- Knowledge of the community, its resources, and dynamics applicable to the delivery of Authority programs in assigned areas of responsibility.
- Knowledge and needs of the TGHA resident population.
- Considerable knowledge of social work and resources available through community service agencies.
- Displays skills in composing accurate and timely programmatic reports in compliance with related regulations.
- Skilled in customer service and resident relations.
- Ability to represent the Authority effectively in making presentations and conducting meetings with clients and community/public organizations.
- Ability to understand and follow moderately complex written and oral instructions and to communicate and relate to persons of diverse backgrounds, ages, and abilities.
- Ability to perform duties with a high degree of judgment, discretion, and confidentiality.
- Demonstrated skill in providing instruction on the HUD and TGHA program requirements to potential participants.
- Ability to establish and maintain effective working relationships with co-workers, vendors, consultants, contractors, residents, HUD, community partners, and local, state, and federal officials. Ability to communicate with people from a broad range of socio-economic backgrounds.

### **Education and/or Experience**

Bachelor's degree in social services, public administration, or related field and a minimum of two (2) years of experience in public housing or social services case management preferred. An equivalent combination of education and experience will be considered.

Some positions may require possession of a valid driver's license and the ability to be insurable under the Authority's automobile insurance plan at the standard rate.

### **Technical Skills**

To perform this job successfully, the employee should have strong computer skills (e.g., MS Word, Excel, PowerPoint, and Outlook). Must have the ability to learn other computer software programs as required by assigned tasks.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; reaching and grasping; operating computers and other office equipment; moving about the office and attending onsite and offsite meetings. The employee must be able to exchange information in person, in writing, and via telephone. The employee must occasionally transport up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate. The position occasionally works on Authority properties, which may cause the employee to experience a range in temperatures and other weather conditions. The noise level may be loud, and the environment may be more hazardous than a standard office environment This position may be required to work with contractors as well as Authority residents.

**Read and Acknowledged**

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**Employee Signature**

**Date**

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**Employee Name [printed]**