

# **OPEN RECRUITMENT**

## ***Job Announcement***



**Position Title:** Policy & Procedure Writer (Contract)  
**Job Type:** Contract  
**Term:** 6 months

### **SUMMARY:**

Responsible for leading a critical initiative focused on enhancing policy and procedure framework to support Fort Worth Housing Solution and refinement of existing policies and procedures. This work requires collaborating with various departments to draft and revise policies and procedures to ensure business continuity and proper controls. The position will articulate the results of their analysis, including applicability, risk(s), potential impact, and recommendations to senior leadership as well as collaborate well with internal partners (e.g., legal, Compliance, and business teams).

This is a **1099 role** and will report to our General Counsel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The below duties are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.*

#### ***Grant and Stability Program Responsibilities:***

1. Regulatory, Compliance, or supervision experience, preferably in public housing.
2. Excellent writing skills: ability to write high-quality policies and procedures in a simple, clear, and concise manner
3. Ability to translate sophisticated regulatory information into easy to understand and implement policies
4. Ability to independently analyze, research, and develop a supervisory control framework
5. Capable of identifying and clearly articulating the risks and rules
6. Shown organization skills and ability to balance multiple contending priorities
7. The ability to develop a plan and carry out within tight timeframes
8. Strong verbal and written communication skills
9. Skills for building strong relationships and collaborating with key colleagues, Compliance, and Legal partners
10. Must be a self-starter, comfortable operating independently, and be able to navigate with autonomy; must proactively manage up, provide updates on progress, re-confirm priorities, and seek to clarify/help in the event of roadblocks
11. Strategic in thought, practical in approach (balance strategic vs. tactical)
12. Find opportunities for process improvement by conducting root cause testing of compliance and business metrics
13. Review and research strategies and action plans to establish effective methods while meeting performance metrics and policy expectations
14. Present recommendations to develop, implement, and observe strategic approaches, and improvement opportunities for handling business risks

### **EDUCATION AND/OR EXPERIENCE:**

- Bachelor's Degree Business Administration or related field from a college or university required.
- 3-5 years of policy and procedure writing
- Basic knowledge of rules/regulations, principles, methodologies and tools, and governance principles within standard industry of policy writing
- Innovative, professional with strong work ethic and ability to operate in a fast-paced environment and demonstrate sound judgment
- Mastery of Microsoft Office tools (PowerPoint, Excel, Word, Access)
- Knowledge of principles, practices, and techniques of public housing management business is a plus
- Employee must possess a valid Texas driver's license in good standing and be eligible for coverage under the FWHS's fleet auto insurance.

### **EXPLANATION OF HIRING PROCESS:**

Thank you for your interest in job opportunities with the Fort Worth Housing Solutions. All [applications](#) for open posted positions must be submitted via email to [asmith@fwhs.org](mailto:asmith@fwhs.org). We encourage you to visit our [website](#) often to view and apply for vacant positions with the agency.