



Community Development Corporation of Long Island
2100 Middle Country Road, Centereach, NY 11720
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Housing Inspector

ABOUT OUR COMPANY

CDCLI was founded in 1969 when government, business and civic leaders on Long Island came together to address the growing demand for affordable housing. That strong tri-sector support continues today. CDCLI is a regional and national leader in affordable housing and community development, with high standards of performance and a desire to identify and implement creative ways to solve problems and empower residents in the community.

CDCLI programs are complex, multi-partnered and diverse. CDCLI is committed to making dreams of long-term economic stability come true. As a chartered member of NeighborWorks®, CDCLI is certified to meet a high standard of fiscal integrity and service performance to assist local residents in achieving their dreams, and is recognized by NeighborWorks® as an “exemplary organization.”

With the mission to “invest in the housing and economic aspirations of individuals and families by providing solutions that foster and maintain vibrant, equitable, and sustainable communities,” CDCLI maintains steadfast in its commitment to its three pillars of focus: (1) Community Development and Housing for All; (2) Economic Stability; and (3) Advocacy.

THIS OPPORTUNITY

This is an exciting opportunity to join a growing, award winning company that is at the forefront of the sustainable housing community on Long Island. The position is ideal for a forward-thinking, innovative and proven leader with experience in non-profit marketing and development and the ability to work in a fast-paced, high-level environment to achieve desired outcomes.

The Housing Inspector is a member of the team of CDCLI Rental Assistance and ensures the units our participants reside in meet the Housing Quality Standards.

POSITION SUMMARY

The Housing Inspector is responsible for ensuring the units on the Housing Choice Voucher program meet the Federal and State laws, regulations and guidelines.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Inspect houses and apartments for compliance with Federal Housing Quality Standards (HQS).
- Schedule appointments and complete all assigned inspections on time and in full.
- Write HQS Inspection reports and business correspondence.
- Maintain and update the collection of data for the rent reasonable database.
- Respond to landlord or tenant inquiries.

QUALIFICATIONS:

- High School Diploma or GED is required.
- Three (3) years' experience in case management or client services in a human services environment, construction or code enforcement field is required.
- HQS Certification required within the first year of employment.
- Must have transportation and maintain a clean, valid driver's license.

How to Apply:

Please send resume and cover letter with salary requirements to: hrsupport@cdcli.org.

Generous benefits package includes medical, dental, vision and retirement plans, as well as tuition reimbursement.

CDCLI is proud to be an equal opportunity organization. We celebrate it, we support it, and we thrive on it for the benefit of our employees, our consumers, and our community.