Housing Mobility Coach

Overview of CDCLI

Community Development Corporation of Long Island (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 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.

With our 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
(3) Advocacy

The 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 someone who is client-focused, has experience working with diverse populations, and has the ability to work in a fast-paced, high-level environment to achieve desired outcomes.

Neighborhood Choice Long Island (NCLI) is a pilot program to provide greater housing options in high opportunity areas for families with school age children in the Housing Choice Voucher (HCV) program. The NCLI team will provide mobility counseling and financial assistance to participating families and recruit new property owners to the HCV program. Two (2) Housing Mobility Coaches will be responsible for implementing the NCLI program, including attracting families and property owners to the program and supporting them throughout the process.
Responsibilities

- Provide motivational counseling for families interested in making an opportunity move;
- Schedule and conduct initial enrollment according to program guidelines;
- Conduct assessments and develop plans with families around their needs and goals for children’s education, employment, and other neighborhood and housing requirements and priorities;
- Provide assistance with any barriers to tenant screening requirements;
- Use, evaluate and share on-line and other program developed tools for housing and neighborhood search;
- Recommend properties to target in under-served opportunity areas based on an assessment of families’ needs and preferences;
- Assist families in locating apartments in opportunity areas and in facilitate interactions with landlords, management companies etc.;
- Communicate and outreach with potential and participating landlords and property owners;
- Maintain ongoing communication with participating landlords and participants; serving as their point of contact for updates and to address any concerns
- Coordinate with agency leasing and inspections staff to provide timely and effective support for families throughout the leasing process, move, and tenancy;
- Gather objective, credible data to access and demonstrate effective aspects of the programs and outcomes (where applicable)
- Assist manager with the preparation of reports and presentations of program materials, policies and outcomes for staff and external stakeholders
- Assist families with needed transitions after their move, including help in locating schools, churches, childcare, social and medical services and employment

Required Qualifications

- Support for the program’s mission and goals.
- Demonstrated experience and comfortable working with a diverse population.
- Ability to travel across Nassau and Suffolk Counties, occasionally in the evening and/or on weekends to accompany families searching for housing if required;
- Bachelor’s Degree preferred; preferably in a public policy, real estate, social work, human services or related field (*Associates degree will be considered when there is sufficient other relevant experience and qualifications).
- Effective communication skills, both written and verbal.
- Proficient computer skills required in basic computer software and data collection systems.
- Experience in social services, counseling or case management or demonstrated equivalent counseling skills.
- Ability to manage multiple priorities, in a collaborative team across multiple departments, with individual responsibilities.
- Ability to perform the duties of the position with minimal direction and complete work tasks in a time-sensitive environment.
- Demonstrated organizational skills and customer service orientation.
- Ability to gain thorough knowledge of policies and procedures.
• Ability to act as an ambassador of the program to the public.
• Strong work ethic, punctuality and attendance.
• Valid drivers' license and safe driving record.

Preferred Qualifications

• Bilingual speaker English/Spanish
• At least 3 years' experience in a supervisory position, with positive performance reviews
• Experience and/or knowledge with real estate, property management, and fair housing issues.
• Familiarity with the Long Island region (e.g. transportation, school systems, amenities, services).
• Experience working in non-profit agencies delivering services for families, or state or local government.
• Knowledge/Experience with subsidized housing programs, especially the Housing Choice Voucher Program

How to Apply

Competitive salary and robust benefits package.

For consideration, please submit resume and cover letter here.

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.