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 team at the forefront of the affordable and sustainable housing movement on Long Island. The Resident Services Specialist will help support and grow CDCLI’s nascent resident services program. CDCLI’s Resident Services program currently engages individuals through CDCLI’s internal programs, at a number of CDCLI’s multi-family rental developments and on-site at other affordable housing developments across Long Island.

Reporting to the Resident Services Director, the Resident Services Specialist is responsible for delivering resident services throughout Long Island. In addition to working closely with residents to support them in achieving their personal goals, the Specialist will also build partnerships with local cross-sector service providers to ensure program participant linkages to supportive services, coordinate self-sufficiency enhancing community events and programs.

The Resident Services Specialist is responsible for cultivating, growing and managing the Resident Services Program with CDCLI’s newest partner in Freeport, Nassau County. At this new development, the Specialist will work directly with residents; coordinate with property management and community partners to enhance effective, comprehensive service provision.
The Resident Services Specialist will also provide administrative, programmatic, and service delivery support to CDCLI’s Family Self-Sufficiency (FSS) program—a structured, long-term HUD case management program—to conduct comprehensive assessments, and develop individualized service plans in partnership with participants.

**Responsibilities**

- Build and manage a caseload of FSS program case management participants.
- Build partnerships with local service providers, residents, and Property staff to coordinate and facilitate workshops, activities, and events that enhance resident economic self-sufficiency, empowerment, and wellbeing.
- Assist “drop-in” residents as-needed through individual consultation and resource linkage when working onsite.
- Conduct comprehensive assessments of FSS participant needs and strengths.
- Implement individualized case management service plans with FSS participants to achieve anticipated measurable results.
- Monitor and evaluate FSS participant progress towards their goals through regular client contacts.
- Conduct informational meetings for prospective resident services participants, and respond to inquiries from new and potential clients.
- Curate updated referral resources for community-based supportive services.
- Aid in preparing and producing the quarterly FSS Newsletter.
- Input client-level and programmatic data into databases.
- Maintain documentation of all programmatic activities, milestones and results.
- Assist the Resident Services Director in processing FSS participant activations, exits, etc.

**Qualifications**

**Required**

- Commitment to the mission of CDCLI
- Bachelor’s degree in Social Work (BSW) or related field.
- Bi-lingual in English & Spanish
- A minimum of two (2) years of experience in community, civic engagement and/or a human services environment.
- Strong organization, verbal and written communication, project management and interpersonal skills.
- Candidate is willing and able to complete certification and other training (at no expense) as required by oversight entities in their prescribed timeframe, which is generally within 6 months of starting on the job.

**Preferred**

- Master’s degree in Social Work (MSW) or related field.
- Experience working in diverse and/or underserved communities, and in culturally attuned, trauma- informed service provision.
• Computer proficiency in communication and collaboration, productivity, and presentation tools, like Basecamp or Slack, Skype or Zoom, Microsoft Teams, Word, Outlook, Excel, and PowerPoint or Keynote. Database experience is a strong plus.

**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.