

## Housing Specialist

### **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 Specialist is a member of the team of CDCLI Rental Assistance and ensures the applicants and participants of the Housing Choice Voucher program meet eligibility requirements and remain in compliance with the rules and regulations of the program.

### **POSITION SUMMARY**

The Housing Specialist is responsible for ensuring the families we serve on the Housing Choice Voucher program meet the Federal and State laws, regulations and guidelines.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Conduct program eligibility interviews. Provide program overview to applicants. Review family documentation, including income information.
- Determine whether family meets income eligibility guidelines. Issue vouchers to eligible families.
- Families issued vouchers, oversee lease up process, including ensuring the proposed rent is reasonable and that request for tenancy forms are submitted for inspection.
- Conduct annual recertification interviews and maintain assigned caseload. Collect and review family documentation, including income information, and monitor tenant and property owner compliance with program requirements.
- Input tenant data into the database monthly to produce timely and accurate rent calculations. Maintain participant files for assigned caseload.
- Adjust data due to changes in income or other information.
- Ensure data entered is complete and error-free, following all applicable program rules and regulations.
- Ensure proper rent subsidy calculations.
- Answer periodic questions from tenants and property owners by telephone, fax, and mail.
- Process tenant unit transfers.
- Conduct tenant conferences.
- Recommend files for termination as needed.

### **QUALIFICATIONS:**

- High School Diploma or GED is required.
- Three (3) years' experience in case management or client services in a human services environment, housing complex, or real estate organization is required.
- Must attain housing choice voucher certification within the first year of employment.

### **How to Apply:**

Please send resume to: [humanresource@cdcli.org](mailto:humanresource@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.