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Housing Educator

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 in Nassau and Suffolk counties. The position is ideal for a human services or banking industry professional with exceptional customer/client service.

One of CDCLI's fundamental pillars is "Community Development and Housing for All." To achieve that, CDCLI provides full service housing counseling through its Home Ownership Center.

CDCLI's Homeownership Center offers grants, loans, training, and other assistance to help people achieve and sustain healthy homeownership and to gain financial independence. The HomeOwnership Center provides pre-purchase programs including First Time Homebuyer Education and Financial Fitness Education and Coaching, providing detailed information about the mortgage and acquisition process, the financial and material obligations of being a homeowner, how to modify spending behavior, increase savings, and correct credit blemishes before pursuing homeownership. Post-purchase counseling is also available to assist senior citizens with reverse mortgage counseling to determine if tapping into their home's equity makes sense for them and to advise homeowners at risk of foreclosure of their available options for home retention or transitioning out of the home, including navigating ratios, modifications, and refinance options.

In addition, our HomeOwnership Center provides a hands-on Home Maintenance Training course that educates participants about basic home repairs, including sheetrock installation, plumbing, and electrical safety, and provides the necessary knowledge for homeowners to speak intelligently with contractors.

Whether the client is a prospective first time homebuyer, a renter dreaming of homeownership, a homeowner facing default, or interested in learning about home maintenance, CDCLI's comprehensive services are designed to make lasting impacts.

"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."



Responsibilities

- Conducting client intakes, individual counseling/education for pre and post purchase clients who are seeking homeownership services. Conduct/ coordinate group education and informational seminars utilizing PowerPoint presentations.
- Respond to client inquiries, monitors progress of participants and assists participants to understand affordability and non-delinquency issues. Provide early intervention as needed.
- Provide administrative support by maintaining client records, inputting data in multiple data bases, arranging for client appointments, generating status reports and notifying clients of meeting dates.
- Assist clients in preparing documents necessary for understanding housing affordability, household budget, and action plan in addition to assisting clients in collecting documents needed for applying for a mortgage, loan modification package or for submission to other agencies/funders as needed.
- Work with external partners to assist clients in preparing mortgage applications, loan modification/work out packages and preparing documents for other review as needed.
- Flexible work hours, including evenings and weekends is a requirement of this position.

Qualifications

- Commitment to the mission of CDCLI
- Client Focus
- Problem Solving/Analysis
- Time Management/Multi-tasking
- Communication Proficiency
- Teamwork Orientation
- Computer proficiency in communication and collaboration, productivity, and presentation tools, Skype or Zoom, Microsoft Teams, Word, Outlook, Excel, and PowerPoint or Keynote.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.



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Required

- Bachelor's degree in a finance/social service-related discipline with a minimum of one (1) year of experience.
- Bi-lingual English & Spanish language skills.
- HUD Counseling Certified within 3 months (required) of employment or a HUD Certified Counselor (preferred)
- Strong organization, verbal and written communication, project management and interpersonal skills.

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What We Offer:

CDCLI is proudly offers the following benefits:

- Hybrid, in-person, and remote work environments
- Generous vacation, personal and sick time
- 12 Paid Holidays
- Paid Family Leave Policy
- Pension Plan
- 403(b) with employer contributions
- Medical, Dental and Vision insurance
- Short and Long-Term Disability
- Flexible Spending Accounts (FSAs)
- Employee Assistance Program

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