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 **Official Website**
www.cdcli.org

Housing Inspector

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 a forward-thinking, innovative and proven leader with experience in non-profit housing 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 applicants and participants of the Housing Choice Voucher program meet eligibility requirements and remain in compliance with the rules and regulations of the program.

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

- Commitment to the mission and goals of CDCLI
- High School Diploma or GED is required, 3years' experience in case management or client services in a human services environment, housing complex, or real estate organization is required
- Strong written and oral communication skills

Required:

- Must have own transportation and clean driving record
- Must attain an HQS certification within the first year of employment

"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."





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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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