

Housing Specialist

The Opportunity

CDCLI is seeking Housing Specialists to join our dynamic, diverse, and mission-driven team. 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 ideal candidate will be extremely capable of performing the responsibilities below, be highly computer and technology literate, thrive in a fast-paced, collaborative, and diverse team environment, be able to work in a hybrid work environment, and meet the responsibilities of the position and be committed to the mission of CDCLI.

CDCLI is a local administrator for New York State's Housing Choice Voucher (HCV) program and a designated Public Housing Agency (PHA) by the United State Department of Housing and Urban Development. CDCLI Rental Assistance program enables the most financially challenged households to rent or purchase safe, decent housing in the private housing market by providing rental and homeownership assistance.

CDCLI's Rental Assistance program oversees more than 9,000 Housing Choice Vouchers. These vouchers support individuals and families; veterans, seniors, households with young children, and individuals living with a disability.

Responsibilities

- Interview Housing Choice applicants/participants to obtain all necessary documentation
- Ensure all required information is compiled and maintained in the applicant/participant file
- Determine eligibility and/or ineligibility, verifies data, processes application, and issue a voucher
- Assist clients with inquiries and/or problems concerning their housing needs; provide direction regarding responses and resolutions to client inquiries
- Interact with landlords regarding the program, providing accurate and timely information
- Review client issues requiring expertise in determining causes; including inquiries of potential fraud and misuse of funding; suggest a direct-action plan for resolutions
- Families issued vouchers, oversee the lease-up process, including ensuring the proposed

- rent is reasonable and that requests for tenancy forms are submitted for inspection.
- Conduct annual recertification interviews and maintain an 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
 - All additional duties as assigned.

Qualifications

- Commitment to CDCLI's Mission
- Person-centered/customer focused
- Bachelor's degree in related field (such as: Social work, sociology, political science, business management) Highly organized and self-motivated
- Three (3) years' experience in case management, customer services, or client services in a human services environment, housing complex, real estate organization, or business is required
- Proficiency with current office technology and software applications

Preferred

Bi-lingual preferred

Required

- Must attain housing choice voucher certification within the first year of employment.



APPLY HERE



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

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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