

Rehabilitation Specialist

The Opportunity

The Rehabilitation Specialist will be responsible for managing projects being completed under CDCLI's home improvement and optimization programs including but not limited to the Weatherization Assistance Program, Long Island Home Improvement Program, Access to Home Programs, RESTORE Emergency Repair Program, CDBG Home Improvement Programs, the Suffolk County Landbank, and the AHC Rehab/Down Payment Program.

Responsibilities

- Conduct initial site inspections and energy audits, review engineer reports, as applicable, assess housing rehabilitation needs of participating customers and develop work scopes and cost estimates that meet program guidelines.
- Develop comprehensive work scopes and cost estimates for each job inspected considering the individualized needs of each household. Identify leveraging opportunities where applicable.
- Serve as the primary point of contact for customers throughout the construction process and effectively communicate program parameters to customers, contractors, lending partners, as applicable, and municipal officials as needed.
- Conduct visits to job sites during the construction phase, create punch lists as needed, evaluate contractor performance and sign off jobs upon successful completion of a final inspection.
- Oversee lead, mold, and asbestos assessments as required.
- Complete all necessary paperwork with customers including but not limited to inspection reports, energy audits, owner agreements, disclosures, and construction contracts.
- Complete weekly progress reports of all assigned jobs.
- Ensure that paperwork for each project is filled out correctly, notarized when required, and is in accordance with program guidelines.
- Record mortgages and other security instruments with County Clerk's Office as needed.

Qualifications

- Commitment to the mission of CDCLI and goals
- Client Focus
- Problem Solving



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- Time Management/Multi-tasking
- Teamwork
- Computer proficiency in communication and collaboration, productivity, and presentation tools, Skype or Zoom, Microsoft Teams, Word, Outlook, Excel, and PowerPoint or Keynote.

Required Qualifications

- Bachelor's degree or equivalent construction experience, plus (3) years of related experience.
- Strong organization, written and verbal communication, and computer and project management skills are required
- Valid driver's license

"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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