

JOB DESCRIPTION – HDSW, Neighborhood Preservation Company

Human Development Services of Westchester (HDSW) is a not for profit multi-service community based organization. HDSW is a HUD-approved housing counseling agency through its Neighborhood Preservation Company Program (NPC) based in the Village of Port Chester, New York. The NPC presently serves over 400 individuals and families throughout Westchester County with a wide variety of housing and community stabilization programs.

Position: Director of the Neighborhood Preservation Company - Full Time

Role: Under general supervision from the Chief Executive Officer, the Director assumes responsibility for day-to-day operational management of all activities and functions of the program, including developing, implementing, and evaluation of program policies, procedures and standards; determining program service levels and enhancements; providing technical advice and/or supervision to immediate staff; performs related work as required such as grant writing and reporting to program funders. Program services include but not limited to loss mitigation/foreclosure prevention, rental counseling, pre-purchase counseling, financial coaching and HECM/Reverse Mortgage counseling.

Key Duties:

- Provides for the selection, training, professional development and work evaluation of subordinate staff and volunteers and makes recommendations on hiring, termination, promotion and discipline as required.
- Confers with and represents the program in meetings with other agency departments; serves as the agency representative with a variety of public, business and community groups and organizations; fosters collaborative working relationships to the benefit of the program and the organization. May provide staff support to, committees and task forces.
- Prioritizes and allocates available program resources; reviews and evaluates program and service delivery, makes recommendation for and executes changes in operations to ensure maximum effective service provision; assists in developing new program function elements, including researching, compiling and analyzing supporting data.
- Performs complex administrative duties requiring oversight, attention to detail and analysis; performs strategic planning, including assisting in preparation of specialized program and project budgets to include staffing and operational needs.
- Develops systems and maintains records that provide for the proper evaluation, control and documentation of assigned activities; prepares a variety of written correspondence, reports, procedures, directives, and other materials.

Qualifications: Excellent interpersonal and communication skills; Strong public speaking skills; highly organized self-starter able to multi-task and manage multiple tasks often with competing deadlines; Ability to engage with a variety of individuals from various socio-economic, cultural and ethnic backgrounds; Excellent computer skills - familiarity with Home Counselor Online a plus; prepare clear, concise and informative reports, correspondence and other written materials; Handle difficult and sensitive situations, using sound, independent judgment within general policy and legal guidelines; Fluency in Spanish is preferred; Strong commitment to HDSW's mission

Requirements: BA Degree, Master's preferred with minimum of two years supervisory experience; Understanding of/experience with housing policies at a local, county, state, and federal level. Local community knowledge preferred. Spanish-speaking preferred.

Must be fingerprinted, State Wide Central Registry Staff Exclusion List and criminal background check cleared by NYS Justice Center. Valid/clean driver's license and own car for work.

SALARY: Commensurate with experience, HDSW offers a comprehensive benefits package.

To apply for this position, please submit your cover letter to BLopez@hdsw.org. Only those candidates selected for an interview will be contacted. Applicant review will continue until the position is filled.

HDSW is an Equal Opportunity Employer