

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

<b>POSITION:</b>	<b>Case Manager</b>
<b>DIVISION/OFFICE:</b>	<b>UPO Workforce Institute/Supplemental Nutrition Assistance Program (SNAP) Employment &amp; Training (E&amp;T)</b>
<b>BULLETIN No:</b>	<b>14012019</b>
<b>SALARY RATE:</b>	<b>\$50,000 annually</b>
<b>OPENING DATE:</b>	<b>January 31, 2019</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b>
<b>FIRST SOURCE:</b>	<b>N/A</b>

### **MAJOR DUTIES:**

The primary objective of SNAP E&T Program is to provide SNAP participants the opportunities to gain skills, training, or experience that will lead to employment and reduce their reliance on public benefits. The Case Manager is to provide case management, recruitment, and supportive services to SNAP participants. Complete all required assessments, eligibility, registration and case management for SNAP participants, including developing individual case management plans; follow up case notes, and referrals for supportive services.

### **BRIEF DESCRIPTION:**

Accommodate direct ESA SNAP participant referrals; and assist the Division Director in recruiting new SNAP participants. Conduct assessments to measure skill level, aptitude, interests and employability of SNAP participants. Develop IEP case plans, in collaboration with participants, using the information identified in the assessment which captures the goals of the trainees. Assess each trainee addressing the barriers to self-sufficiency and employment, including personal and financial issues, emotional and physical issues, career decision-making and planning issues, etc. Verify the eligibility for participants in SNAP; upon approval and admittance into the program, track and monitor the participants’ progress in program activities. Assist participants in completing documentation for the UPO intake and eligibility process; assist the participants in gaining entry to appropriate vocational training programs and determine eligibility for supportive services. Organize and facilitate mentoring activities for SNAP participants. Contact, engage and monitor the progress of trainees and maintain correspondence with participants via telephone, e-mails, mailings, and/or one-on-one sessions. Complete progress notes and maintain accurate records and appropriate documentation of services. Facilitate home visits as appropriate. Engage and participate in DHS sponsored training programs; and participate in activities with the DHS monitoring team as required. Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; and participating in professional organizations.

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**Case Manager**  
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**MINIMUM QUALIFICATIONS:**

Bachelor's degree in psychology, social work, counseling or a related field with 3-5 years of experience working in a community-based organization or similar venue, Experience working with individuals with mental health issues. Possess valid driver's license and reliable transportation. Possess strong communication (written and oral) and information technology skills, including MicroSoft Office and database management skills. Ability to work some evenings and weekends. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

**DESIRED QUALIFICATIONS:**

Master's degree in psychology, social work, counseling, or a related field. Experience in individualized strengths-based approach methods; licensed social worker or counselor; proficiency in Spanish.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete pre-employment drug screening, a criminal background check and/or FBI fingerprinting, as applicable for the position.

**This position *IS NOT* covered by the collective bargaining agreement with the CWA union.**

**This position is Temporary from October 1, 2018, to September 30, 2019.**

**Submit your cover letter and resume to [upojobs@upo.org](mailto:upojobs@upo.org) or fax your cover letter and resume to 202/319-3237.**