

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.”

UPO is committed to attracting and retaining outstanding and diverse staff who will enhance our engagement and **service** in our communities.

UPO Workforce Institute, Training Division (WFI) is seeking an energetic and experienced individual to join our dynamic team. The ideal candidate must be a self-starter able to work in a fast paced, ever changing work environment, a team player and able to work independently with minimal supervision. This future employee will be expected to deliver a high level of customer support and service to both internal and external WFI customers. The final candidate will need to have the right complement of skills and personality.

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 to view all of our vacancies and to learn more about our company and services.

POSITION: Case Manager
OFFICE/DIVISION: Workforce Institute, Training Division/Reentry Project Study (RPS)
BULLETIN No: 03072019
SALARY RANGE: \$50,000-\$55,000 annually (Commensurate with experience)
OPENING DATE: 07/18/2019
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

BRIEF DESCRIPTION:

Specialize in post incarceration services. Engage reentry customers released from the DC Department of Corrections towards successful community integration and linkages to resources using a risk-based case planning model. Provide case management services to reentry citizens. Work with people in crisis and resistant populations. Provide risk-based case management services to include assisting clients with obtaining identification, budgeting and financial planning, encouragement of mentorship activities and enrollment in vocational training/apprenticeship programs. Assess each customer addressing the barriers to self-sufficiency and employment, including personal and financial issues, emotional and physical issues, career decision making and planning issues, etc. Conduct initial intake to determine eligibility for program services. Facilitate the referral process based on the identified needs of customers, including emergency assistance requests, support services such as mental health, substance abuse recovery, parenting/life skills training, career/job readiness training, financial literacy counseling, and employment placement, as well as external referrals to outside service providers. Monitor the progress of customers on assigned caseload and maintain weekly contact with customers via case management sessions, telephone, mailings, and training group sessions. Work in conjunction with customers’ assigned mentor to ensure successful completion of case plan. Conduct site visits as needed. Participate in interagency treatment team meetings on a bi-monthly basis.

Office of Human Resources • United Planning Organization • 301 Rhode Island Avenue NW • Washington, D.C. 20001 • Phone: 202-238-4622
E-Mail: upojobs@upo.org • www.upo.org

Vacancy Announcement-03072019

Case Manager

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MINIMUM QUALIFICATIONS:

Bachelor's degree in social work, counseling, psychology, criminal justice, or related field. Possess three (3) years of direct experience working with the reentry population, individuals in crisis and resistant populations. Have the ability to maintain confidentiality and work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Possess effective organizational and professional communication skills, both written and verbal and have the ability to effectively use Microsoft Office programs and data management systems. Flexible schedule; may have to work some evenings and weekends.

DESIRED QUALIFICATIONS:

Five (5) years of direct case management experience in the criminal justice field and three (3) years of experience assisting in coordinating reentry citizens into programs and/or training programs.

OTHER REQUIREMENTS:

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

This position IS covered under the collective bargaining agreement.

To apply for this position, please submit your cover letter and resume to upojobs@upo.org or fax these documents to 202/319-3237.