

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.”

About this position:

The United States Congress appropriated \$2.2 trillion dollars to aid US citizens and business through the Coronavirus Aid, Relief and Economic Security (CARES) Act. An appropriation from the Act was set aside for Community Action Agencies across the country to address local community challenges resulting from the pandemic.

UPO Workforce Institute (WFI) is seeking an energetic and experienced individuals 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 employees will be expected to deliver a high level of customer support and service to both internal and external WFI customers. The final candidates 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: Senior Job Developer
DIVISION/OFFICE: Workforce Institute Placement Division, CARES Act/Stimulus Project
BULLETIN No: 3102020
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: October 2, 2020
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Responsible for placing at least 9-10 UPO customers in jobs full and/or part-time positions per month. Conduct employment-related workshops in groups and individualized settings to matching customer’s interests and skills to employment. Develop Individual Employment Plans (IEP) with customers, which outline the steps to obtain and maintain employment. Participate in planning job fairs for UPO customers, including recruiting 8- 10 employers, assisting other staff with the job fair set-up and event facilitation. Coordinate the “Employers Appreciation Celebration” events to honor employers that work with UPO customers. Locate and join local workforce and job coalition partnerships and attend relevant meetings. Collaborate with other job developers in the UPO system, for employment leads and employer-engagement strategies.

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BRIEF DESCRIPTION:

Oversee case management, job readiness, retention services and monitor/track program progression, outcomes and prepare monthly/quarterly reports Support the Workforce Institute Placement Division development of a strategic plan to achieve effective implementation of program success within workforce Implement continuous improvement processes, including quality assurance practices using EmpowOR database for case management, retention, and career development activities Attend and work closely with DC agencies in the workforce development arena to build capacity, provide operational guidance identify emerging issues, community resources and new initiatives Implement and monitor a 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; employment placement, as well as external referrals to outside service providers. Manage direct services to a UPO Community Impact areas and Workforce Institute Placement Division clients to achieve their employment and self-sufficiency goals through actions steps such as case management, resume writing, job interviewing, completing job and school applications, and networking.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business, marketing, vocational counseling or a related field with 7-10 years of experience, or 11-15 years of experience in employment programs and job development. Proven track record in employment placement for the under-served and must possess an established employer contact list for job placements. Must be able to work sensitively and effectively with individuals of diverse educational, socioeconomic and cultural backgrounds. Ability to effectively use Microsoft Office programs, data management systems and electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal. Ability to work some evenings and weekends.

DESIRED QUALIFICATIONS:

Master's degree in business, marketing, vocational counseling or a related field

OTHER REQUIREMENTS:

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

This position IS NOT covered by the Collective Bargaining Agreement with the CWA Union.

[This position is funded by the CARES Act Stimulus project and will end 9/30/2022.](#)

ALL VISITORS TO UPO FACILITIES WILL BE SUBJECT TO TEMPERATURE SCANNING.

To be considered for this position:

**Submit your cover letter and resume to upojobs@upo.org or
fax your cover letter and resume to 202/319-3237.**

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

UPO is an Equal Opportunity Employer