

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.

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:	Financial Navigator
OFFICE/DIVISION:	Community Reinvestment
BULLETIN No:	02122020
SALARY RANGE:	\$50,000 to \$53,000 (Commensurate with experience)
OPENING DATE:	12/14/2020
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES:

The Financial Navigator will help clients impacted by Covid-19 to navigate critical financial issues and make referrals to other social services and necessary resources. Services to be provided to individual callers, will include comprehensive and up-to-date Federal, DC-based government and nonprofit resources, safety net services and financial prioritization guidance.

BRIEF DESCRIPTION:

Participate in initial training of client management database (Compass) and available resources. Conduct outbound calls to work directly with clients to assess their needs and select appropriate guidance. Select appropriate next steps and referrals to resources identified within Compass. Collect data using Compass. Enter data into UPO’s EmpowOR database. Keep records of calls and contacts. Prepare monthly and quarterly resources as directed. Assist in creating a database of resources.

MINIMUM QUALIFICATIONS:

Bachelor or Associate degree and 5 years of experience in a community outreach or a case manager position. Excellent working knowledge of MS Office (Word, Excel, Outlook and Power Point) and ability to use/learn electronic time-keeping program. Ability to work with databases.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

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DESIRED QUALIFICATIONS:

Bachelor's degree and five years of experience as a community organizer or outreach position. Proven excellent communication, reception, office equipment, and information technology

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 Not covered under the collective bargaining agreement.

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

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

This is a Temporary position, not to exceed one year