

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.

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: Outreach Coordinator -- Homelessness
DIVISION/OFFICE: Executive Office/CARES Act Stimulus Project
BULLETIN No: 05122020
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: December 18, 2020
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

The Outreach Coordinator engages people experiencing homelessness or at the cusp of homelessness to help mitigate or reduce the timeframe of homelessness. Assist with marketing and outreach efforts, supporting the intake process and providing referrals to community services such as rental assistance, employment/job training, counseling, health care, mental health services. The Outreach Coordinator must be able to work with all persons with multiple challenges (mental illness, substance abuse, homelessness, physical challenges, developmental disabilities, etc.)

BRIEF DESCRIPTION:

Work with individuals in the target population to increase access to and utilization of services. Assist in the development of strengths-based personal goals. Provide referrals to community services such as rental assistance, employment/job training, counseling, healthcare, mental health services, etc. Maintain accurate documentation of outreach logs; outreach reports, grant reports, progress notes, referrals, initial screenings and other program information. Exhibit professional behavior in all interactions with staff and clients. Coordinate with resource agencies and community-based organizations in order to make effective referrals and actively seek out new resources

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Coordinate with resource agencies and community-based organizations in order to make effective referrals and actively seek out new resources. Participate in the development of program resources for the population served. Participate in team meetings and other meetings. Prepare various routine reports, and maintain relevant files. Monitor client tracking and documentation of performance outcomes including interfacing with database systems

MINIMUM QUALIFICATIONS:

Bachelor's degree in a social services or related field and have at least one (1) year of experience working with underserved and low-income populations. Knowledge of the DC homeless services field and a working knowledge of outreach principles and practices. Must possess a working knowledge and skill proficiency to perform outreach and case management services. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Exhibit professional behavior in all interactions with staff and clients. Working knowledge of MS Office and ability to use/learn electronic time-keeping program.

DESIRED QUALIFICATIONS:

Excellent written and oral communication skills. Ability to create positive working relationships by demonstrating a commitment to team work and customer service by consistently exhibiting tact, dependability, diplomacy, and flexibility. Bilingual – Spanish or Amharic preferred.

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 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.**