

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](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

**POSITION: Project Manager- Homelessness Prevention (CARES Act Stimulus Project)**

**DIVISION/OFFICE: CARES Act Team/Homelessness Prevention Program**

**BULLETIN No: 07012021**

**SALARY RANGE: \$70,000 to \$75,000 per year (Commensurate with Experience)**

**OPENING DATE: January 19, 2021**

**CLOSING DATE: Open until filled**

**FIRST SOURCE: N/A**

### **MAJOR DUTIES:**

Provide and oversee the daily operations of the Homelessness Prevention Program including overall coordination of outreach efforts, referral services, administrative supervision, reporting, and ensuring the project’s compliance with all contractual requirements. Must be able to work with all persons with multiple challenges (mental illness, substance abuse, homelessness, physical challenges, developmental disabilities, etc.)

### **BRIEF DESCRIPTION:**

Essential functions are the basic job duties that an employee must be able to perform satisfactorily with or without a reasonable accommodation. Implement program plan for Homelessness Prevention under the CARES Act – CSBG Plan. Conduct staff meetings, professional development trainings and coaching, ensuring great service is prioritized. Prepare various routine reports, perform research for the program, and maintain relevant files. 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, health care, mental health services, etc. Maintain accurate documentation of outreach logs; outreach reports, grant reports, progress notes, referrals, initial screenings and other program information. Ensure compliance with project requirements. Serve as liaison and ensure a smooth collaboration with other UPO divisions. Exhibit professional behavior in all interactions with staff and clients. Monitor client tracking and documentation of performance outcomes including interfacing with database systems. Other duties as assigned.

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

## Vacancy Announcement

### Project Manager- Homelessness Prevention /CARES Act/ Stimulus Project

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#### 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 have a minimum of 4 years of professional supervisory and/or managerial experience in the human services. 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. Working knowledge of MS Office and ability to use/learn electronic time-keeping program.

#### DESIRED QUALIFICATIONS:

Master's degree in Human Services or a Health Care field, and have professional knowledge of the theories, principles, techniques, and practices of social service delivery systems. Excellent written and oral communication skills. Ability to prioritize tasks, analyze data, problem solve, think critically and create and improve organizational systems. Ability to create positive working relationships by demonstrating a commitment to team work and customer service by consistently exhibiting tact, dependability, diplomacy, and flexibility.

#### 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:

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities.**

#### To be considered for this position:

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.

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**UPO is an Equal Opportunity Employer**