

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.”

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
DIVISION/OFFICE: Youth Services Division, POWER
BULLETIN No: 07082022
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: August 5, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

JOB SUMMARY:

Guided by the principles of the Positive Youth Development framework, the Case Manager will work directly with participants of the **Providing Opportunities With Educational Readiness (POWER)** program to provide case management services that equip participants with the social and emotional tools and skills needed to achieve post-secondary success. The Case Manager will conduct comprehensive assessments, develop individual service plans, provide one-on-one and small group instruction, evaluate participant needs, and incorporate intervention strategies to facilitate the attainment of participants and program goals.

BRIEF DESCRIPTION:

Establish and maintain positive relationships with students and families through monthly outreach, including phone calls, emails, and face-to-face visits. Complete participant in-take process to include the development of an Individual Service Plan within 30 days of enrollment Complete Social-Emotional Assessments within 30 days of enrollment using DESSA Assessments and CASEL-aligned competencies. Update each participant’s ISP bi-annually to address any changes and measure growth/goal achievement. Jointly determine with each participant the appropriate pathway, support services, and resources needed to ensure his/her success in the program and school. Make internal and external referrals as necessary. Implement social emotional learning curricula to help participants build and enhance SEL competencies Build relationships with school and community partners including counselors, teachers, and vendors to ensure a team-based community approach to working with participants. Contribute to the submission of monthly, quarterly and annual reports as required, as well as keeping updated case files, including case notes, participant school records, family notes, and ISP’s.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in counseling, psychology, human services, or social work and a minimum of five (5) years of experience in providing case management services with middle and high school aged youth.

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DESIRED QUALIFICATIONS:

Demonstrated leadership skills and proven ability to help youth establish and achieve goals; demonstrated knowledge of youth development theories and concepts; experience managing a case load of 20+ families; experience conducting clinical assessments; creative and critical thinker; willingness to take risks and develop new initiatives when required; must have excellent communication, organizational, planning, and time management skills.

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, as well as pre-employment drug screening, as applicable for the position.

Special notice to all applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work. **Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees**

This position IS in the collective bargaining unit of the CWA Union.

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 the Career Center Online. [Apply Here](#)