

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:	Case Manager, Permanent Supportive Housing Program (PSHP)
OFFICE/DIVISION:	Community Health
BULLETIN No:	14012022
SALARY RANGE:	\$45,000-\$55,000 annually (Commensurate with experience)
OPENING DATE:	November 21 2022
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES:

Lead the assessment, planning, service coordination and supportive services referral activities for all PSH clients on their caseload. During this process, clients' strengths shall be recognized, and clients' needs shall be identified and addressed. Coordinate access to both formal, (i.e.; access to food, youth services that require an entrance criteria) and informal resources (i.e.; community or peer support groups that do not require an entrance criteria) to support clients in maximizing their quality of life and housing stability.

BRIEF DESCRIPTION:

Assess each client addressing the barriers to self-sufficiency and employment, including personal and financial issues, emotional and physical issues, career decision making and planning issues. Develop and update case management plans, biopsychosocial assessments in collaboration with the clients and within the required time frame. Make referrals, when necessary, to mainstream agencies based on the identified needs of clients for services such as: emergency assistance; health and mental health; substance abuse recovery; parenting/life skills training; career/job readiness training; financial literacy counseling; employment placement; and tenant and landlord education. Assist clients with housing placement and relocation. Monitor case notes documentation to track client progress and outcomes. Monitor clients' compliance with their housing lease and PSH program rules on a monthly basis.

MINIMUM QUALIFICATIONS:

Bachelors Bachelor's degree in social work, psychology, sociology, counseling, or related social service/science or healthcare related disciplines and two (2 years) of experience providing case management services. Certification and/or licensure in a relevant discipline (e.g., certified addictions counselor) may substitute for educational requirement.

Vacancy Announcement
Case Manager, Permanent Supportive Housing Program (PSHP)
Page Two

MINIMUM QUALIFICATIONS (continued):

Knowledge of District of Columbia social service providers and community resources. At least 3 years of experience working with clients with mental health and substance abuse issues.

Ability to communicate effectively orally and in writing. Excellent working knowledge of MS Office (Word, Excel, Outlook and Power Point) and ability to use/learn electronic time-keeping program.

Demonstrated ability to work in a service environment for difficult to manage clients. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.

Able to work some evenings and weekends. Must have reliable transportation.

DESIRED QUALIFICATIONS:

Ability to create positive, long-term 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 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 covered under the collective bargaining agreement.

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

**To apply for this position,
Please submit your cover letter and resume online. [Apply Here](#)**

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**