

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: Program Specialist
OFFICE/DIVISION: Foster Grandparent Program
BULLETIN No: 0232023
OPENING DATE: March 3, 2023
HOURLY RATE RANGE: \$52,000-\$55,399
(Commensurate with experience)

BRIEF DESCRIPTION:

Oversee the criminal background processing and tracking for all reporting agencies; Coordinate computer literacy projects; Assist the Director in new Foster Grandparent Recruitment and training; Assist in the identification of In-Service trainers and special projects; Assists in developing and implementing quarterly Site manager meetings and communications.

MAJOR DUTIES:

Coordinates the collection and review of new Foster Grandparent application package documents. Mails/emails and tracks the sending of new application packages. Develops and implements the tracking of Foster Grandparent Criminal Backgrounds checks required by CNCS, OSSE, DCHR. Develops and implements the tracking of new Foster Grandparents going through the volunteer application process under DCPS and DC Public Charter Schools. Assist new Foster Grandparents in the scheduling of background checks under CNCS, OSSE and DCHR. Interfaces with Foster Grandparents and Site Managers regarding background check compliance and recertifications. Sends reminder notices related to recertification background checks and assist in recertification appointments. Responsible for pre and post testing for Computer Literacy training, course enrollment, class scheduling, class attendance documentation for stipend payment, and laptop distribution documentation. Identification of new Foster Grandparent recruitment venues, scheduling of recruitment activities, follow-up on recruitment initiatives. Scheduling and materials for monthly information / application processing activity. Identification and scheduling of In-Service speakers / trainers. Schedules Site Managers meetings, assists in development of meetings materials and attendance.

PROGRAM SPECIALIST OPPORTUNITY!

UPO’s Foster Grandparent Program trains low-income seniors, with caring spirits, to provide attention, guidance, and support to DC children in a variety of local settings, including early education centers, elementary schools, hospitals, and youth programs.

The Foster Grandparent Program is seeking an energetic and experienced individual to join our dynamic team. The ideal candidate must be a self-starter able to work in a fast paced, ever changing work environment, a team player and able to work independently with minimal supervision. This future employee will be expected to deliver a high level of customer support and service to both internal and external UPO customers. The candidate will need to have the right complement of knowledge, skills, and abilities to work

MINIMUM QUALIFICATIONS:

High school diploma/GED. Excellent skills using Microsoft Office Suite. Excel spreadsheet functions, public speaking, classroom training, remote meeting platforms and time management and data management software usage. Previous experience in an administrative office setting, with responsibilities for scheduling, processing telephone inquiries and program correspondence. Possess effective organizational and professional communication skills, both written and verbal. Must work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.

DESIRED QUALIFICATIONS:

Bachelor's degree in Business Administration, Accounting, or related field. Grant management, Not-for-Profit Fiscal Management, Data Management; ability to communicate effectively in writing and orally; must be proficient in Excel, computer literacy including MS Office and data management systems; 10 years' experience in working with senior populations.

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.

POSITION ELIGIBLE FOR TELEWORK:

YES NO

ESSENTIAL POSITION:

YES NO

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: [APPLY HERE](#)

Submit your cover letter and resume to the Career Center Online.