

About UPO

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, DC, 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.” **Our Promise:** Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

About the Office of Early Learning (OEL)

OEL’s Mission

In collaboration with Family and the community, we will educate, empower and support children by providing continuous high quality comprehensive services to achieve successful parent engagement and positive child outcomes. The UPO Office of Early Learning has a special focus on helping children from birth to age 3 to grow and thrive in a healthy, supportive environment. Our Early Head Start programs provide infants and toddlers with the tools needed to develop their social-emotional, physical, cognitive, and language skills—steering them in the direction of happiness and success.

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.

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| POSITION: | Facilities Specialist (1 Position) |
| PROGRAM/DIVISION: | Office of Early Learning-HUB |
| BULLETIN No: | 01032019 |
| SALARY RANGE: | (Commensurate with Experience) |
| OPENING DATE: | March 12, 2019 |
| CLOSING DATE: | Open until filled |
| FIRST SOURCE: | N/A |

MAJOR DUTIES:

Responsible for ensuring health and safety practices at all child care facilities utilized by the Office of Early Learning (OEL) QIN Hub Early Head Start Child Care Partners (CCPs). Coordinate the monitoring of centers and classrooms to ensure compliance with all applicable health and safety environmental federal and state Head Start/ Early Head Start and OSSE laws, regulations and policies. Coordinate and review all licensing applications for CCPs. Conduct regular scheduled visits to monitor and inspect health and safety checklist for all Centers. Provide ongoing monitoring of all child care centers to ensure compliance with all applicable health and safety environmental federal and state Head Start/ Early Head Start and OSSE laws, regulations and policies. Prepare and submit monthly facilities reports to QIN Hub Project Manager detailing the status of maintenance, monitoring, service requests, and repairs for all facilities. Coordinate the completion of annual self-assessment for health and safety protocols in child care facilities. Review and approve updated service plans annually for all EHS-CCP facilities. Attend project meetings regarding the installation of playgrounds. Ensure that all Centers/Staff have and are trained in the Emergency Preparedness plan. Update facility service plans annually.

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Facilities Specialist-HUB
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MINIMUM QUALIFICATIONS:

High school diploma or GED and two years of experience in building maintenance and repairs. Knowledge of applicable Head Start/OSSE federal and state code regulations. Experience working with Head Start Performance Standards.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Ability to effectively use Microsoft Office programs and able to learn and use an electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal.

DESIRED QUALIFICATIONS:

Bachelor's degree and five years of experience in building maintenance and repairs. Previous experience working in a Head Start program. Strong knowledge of Head Start Health and Safety protocols.

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.

This is a Special Trust position subject to mandatory random drug and alcohol testing.

This position *IS* covered by the collective bargaining agreement with the CWA union.

**Submit your cover letter, resume to
upojobs@upo.org or fax all documents to 202/319-3237.**