



Vacancy Announcement

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.

POSITION: **Lead Family Engagement Specialist (1 Position)**

PROGRAM/DIVISION: Office of Early Learning-HUB

BULLETIN No: 02082019

SALARY RANGE: (Commensurate with Experience)

OPENING DATE: August 2, 2019

CLOSING DATE: Open until filled

FIRST SOURCE: N/A

MAJOR DUTIES:

The Lead Family Engagement Specialist supports teachers, administrators and staff in the seamless provision of Head Start services to children. The Family Engagement Specialist brings to the educational process an understanding of the psychosocial development of children and the influences of family, community and culture. The Lead Family Engagement Specialist conduct ongoing monitoring to support program goals.

Assess all families for needs by using a strengths-based approach to address their needs while developing family goals that are specific, measurable, action oriented, realistic and timely. Refer parents/guardians or families to community agencies when indicated. Follow-up the outcome of the referral. Maintain an active list of all available resources for families. Coordinate with teachers to conduct home visits with families as required by the Head Start Performance Standards and as needed. Ensure that all children are up-to-date on physicals, immunizations and dental exams using ChildPlus Tracking system. Plan and provide school-wide programming to support responsive parenting. Monitor assigned child care partner’s enrollment and attendance as well as monthly average daily attendance; effective oral health practices and nutrition services that meet children’s nutritional needs; timely information on children’s health status and follow-up services; family engagement, assessments, trainings and

Office of Human Resources • United Planning Organization • 301 Rhode Island Avenue NW • Washington, D.C. 20001 • Phone: 202-238-4622
www.upo.org

goals that strengthen individualized family outcomes; and parent committee meetings. Provide technical assistance to assigned Family Engagement Specialist to enhance staff's skills to support the needs of families enrolled in the program.

UPO Vacancy Announcement
Lead Family Engagement Specialist
Page Two

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Social Work or related field, such as, Counseling, Psychology, or Education. Obtain Strengthening-Based Family Credential by August, 2018. 2 years' experience working with low income families. Must possess the knowledge of and have a thorough understanding of human relationships. Must possess excellent communication skills with the ability to express ideas clearly, both in writing and verbally. Strong organizational skills. Strong knowledge of community resources to assist families, including those facing homelessness, domestic violence, drug abuse, unemployment and literacy issues. Ability to work in a fast-paced environment.

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. Possess effective organizational and professional communication skills, both written and verbal.

DESIRED QUALIFICATIONS:

Master's degree from an accredited college or university in Social Work or a related field, such as, Counseling, Psychology, Education etc., and two years of experience working with children and families.

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* in the collective bargaining unit of the CWA Union.

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