



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:	Family Services Manager (1 Position)
PROGRAM/DIVISION:	Office of Early Learning
BULLETIN No:	04082019
SALARY RANGE:	(Commensurate with Experience)
OPENING DATE:	August 5, 2019
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES:

The Family Services Manager ensure that Family Engagement Specialists and/or Center Directors complete the Family Needs Assessment; Monitor and track family needs and growth; Collaborate with other programs, including UPO internal divisions, to provide comprehensive services to families; supervise the Family Engagement Specialists; provide T& TA to staff and parents based on needs.

Provide reflective supervision for all Family Engagement Specialists. Utilizing a strength-based approach Teaching Staff regarding appropriate family engagement techniques. Analyze data and develop a professional training plan for the Family Engagement Specialists/Center Directors to increase capacity based on staff strengths, family needs and gaps in service. Collaborate with the Health and Education Manager to ensure that OEL is addressing school readiness with a holistic approach. Analyze all family data (PIR, Family Partnership Agreements, Family Needs Assessments, etc.) by center quarterly and report family outcomes to the Regional Service Integration Manager with recommendations and action steps for any gaps in service.

Visit centers after completing monthly desk audits for follow up and review progress with Family Engagement Specialists and Center Directors. Monitor family service files for accuracy and completion. Serve as the liaison between the community/ customers and the program. Oversee completion of family partnership agreements. Measure and report family growth.

**UPO Vacancy Announcement
Family Service Manager
Page Two**

Oversee the Parenting Curriculum implementation, including the fidelity to the model, staff training and frequency of classes offered. Oversee Parent Café implementation, including analyzing the outcomes, tracking expenditures, compliance with funding requirements.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Social Work or related field. Two years of experience working with low income families from a diverse population.

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 in Social Work or related field. Five years of experience working with low income families from a diverse population. Familiarity with Head Start Performance Standards is preferred.

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 not* 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.**