

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 Engagement Specialist
PROGRAM/DIVISION:	OEL (HUB)
BULLETIN No:	05092019
SALARY RANGE:	\$38,000 -\$45,000
OPENING DATE:	September 5, 2019
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES: The 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.

Establish a monthly recruitment plan in coordination with Center Director. 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. Develop and implement Family Partnership Agreements with the families (SMART Goals). Follow-up with families regarding goal progress at least once every quarter. Develop and maintain meaningful, productive relationships with families from diverse populations. 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. Enter all required information into the ChildPlus Tracking system on a daily and weekly basis.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in social work or a related field; such as, counseling, psychology, or education. Obtain Strengthens-Based Family Worker credential by August, 2018. Have two (2) years of 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. Possess 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 to
upojobs@upo.org or fax all documents to 202/319-3237.**