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## Vacancy Announcement

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### 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](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

<b>POSITION:</b>	<b>Home Visitor</b>
<b>PROGRAM/DIVISION:</b>	Office of Early Learning
<b>BULLETIN No:</b>	08022020
<b>SALARY RANGE:</b>	\$35,000 -\$43,000 (Commensurate with Experience)
<b>OPENING DATE:</b>	February 25, 2020
<b>CLOSING DATE:</b>	Open until filled
<b>FIRST SOURCE:</b>	N/A

### MAJOR DUTIES:

Provide all mandated child development, family, health, nutrition, and mental health services through home visits. Assist parents in establishing and working towards goals for their children and family. Provide service coordination/case management, referral and follow-up services to address child and family needs. Conduct screening and ongoing assessment of young children’s development, health, nutrition, and mental health within specified timelines. Monitor children’s health status, including medical follow up, physical health, dental health and nutrition and educate parents on the importance of regular medical and dental care, dental hygiene and good nutrition. Complete Parents As Teachers (PAT) training. Maintain positive relationships with parents, program volunteers, and outside agencies. Provide transportation for parents to appointments, services and meetings as needed and approved

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**MINIMUM QUALIFICATIONS:**

AA or CDA in Early Childhood. Two years of experience working with at-risk and diverse populations.

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 in a specialized field; i.e., social work, child development psychology, family life management or related field. Bilingual a plus.

**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](mailto:upojobs@upo.org) or fax all documents to 202/319-3237.**