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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.

**POSITION:** **Program Intervention Manager**  
**PROGRAM/DIVISION:** Office of Early Learning-HUB  
**BULLETIN No:** **09092020**  
**SALARY RANGE:** Commensurate with Experience  
**OPENING DATE:** **September 4, 2020**  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

### MAJOR DUTIES:

Implement a program-wide trauma-informed environment, supporting trauma-informed care within children and families comprehensive services. Serve as a resource to the QIN UPO staff regarding pediatric and adult mental health. Strengthen the collaboration between QIN and the Department of Behavioral Health Healthy Futures consultants. Collaboratively build and enhance coordinated services with local substance abuse and mental health treatment programs, domestic violence service providers, disaster response programs, child welfare agencies, and others.

Ensure and assist with the development of individualized mental health plans, as needed, for children with identified concerns. Provide monthly status reports, technical support and training to center staff.

**UPO Vacancy Announcement  
Program Intervention Manager-HUB  
Page Two**

Engage in intentional ongoing monitoring using the ChildPlus database (and other means of quality control, as necessary) to ensure that all children are growing and developing in a healthy manner. Work closely with the QIN UPO disabilities liaison, and early learning specialists in supporting families to advocate for their children in the referral process of Part C (Strong Start) and Part B (Early Stages) intervention services.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in psychology, counseling, or a related field, with at least 2 years of supervisory experience. Ability to maintain confidentiality, work sensitively and effectively with individuals of diverse educational, social-economic and cultural backgrounds. Good working knowledge of MS Office (Word, Excel, Outlook and Power Point), data management systems, and the ability to use/learn electronic time-keeping program. Possess effective organizational and professional communication skills, both written and verbal.

**DESIRED QUALIFICATIONS:**

Master's degree in psychology, trauma counseling, mental health, or a related field. Knowledge of trauma informed intervention strategies. Understanding of Head Start Performance Standards, and experience working in a Head Start or Early Head Start program.

**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.**

**ALL VISITORS TO UPO FACILITIES WILL BE SUBJECT TO TEMPERATURE SCANNING.**

**Submit your cover letter, resume/transcripts to  
[upojobs@upo.org](mailto:upojobs@upo.org) or fax all documents to 202/319-3237.**