

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: **Disability Services Specialist**

PROGRAM/DIVISION: Office of Early Learning

BULLETIN No: **12032021**

SALARY RANGE: Commensurate with Experience

OPENING DATE: **March 17, 2021**

CLOSING DATE: Open until filled

FIRST SOURCE: N/A

MAJOR DUTIES:

The Disability Services Specialist will provide expertise and support that enables OEL to meet the Head Start mandate that ten percent (10%) of enrolled children have an identified disability. The Coordinator will monitor all referrals for children with a suspected disability for follow up, working in conjunction with parents, center staff, coaches and the LEA/LIA. In addition, the Disability Services Specialist will also be the contact person for the Mental Health Consultants, ensuring that the provision of mental health services is sufficient to address the needs of the staff, parents and children.

Provide monthly status reports that detail the program’s progress towards the 10% disability mandate. Inform the Program Intervention Manager when the program is having difficulty recruiting and maintaining the 10% disability mandate. Monitor and ensure that there is follow up for all referrals to Strong Start and/or Early Stages, including tracking within the IDEA timelines.

**UPO Vacancy Announcement
Disability Services Specialist
Page Two**

Facilitate/provide training for parents and staff on developmental delays and the evaluation process. Ensure accuracy of all data regarding disabilities and mental health, including verifying the disabilities and mental health data in the data system. Oversee the provision of mental health services by the Mental Health Consultants. Develop and update Disability and Mental Health Service Area Plans. Develop and update Disability and Mental Health policies and procedures.

Provide support and guidance to teachers and coaches with modifying the curriculum/environment to accommodate children with special needs. Monitor the transition plans for children with disabilities.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in early childhood education, psychology, counseling, or a related field, with at least one (1) year of experience working with children with disabilities. 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 from an accredited college or university in early childhood education, psychology, counseling, mental health, or a related field. Two (2) years of experience working with children with disabilities, including children with challenging behaviors. 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* in the collective bargaining unit of the CWA Union.

ALL VISITORS TO UPO FACILITIES

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities.**

**Submit your resume/copy of your degree/or transcripts to
upojobs@upo.org**